

City of Austin Health and Human Services Department

Request for Application

Emergency Solutions Grant Rapid Rehousing Program

Issued: <u>Wednesday, August 22, 2012</u>	Description: 2012-002 Emergency Solutions Grant Rapid Rehousing Program Request for Application
MANDATORY Pre-Application Date Conference and Time: Wednesday, August 29, 2012 3:00 P.M. Note: Attendance is required.	MANDATORY Pre-Application Conference Location: City of Austin Health & Human Services Campus 7201 Levander Loop, Building E Austin, Texas 78702
Applications Due No Later Than: <u>12:00 P.M., Wednesday, September 26, 2012</u> NOTICE: Late applications will <u>not</u> be accepted	
RFA Authorized Contact Person: Natasha Ponczek Homeless Services Coordinator Phone: (512) 972-5027 E-mail: Natasha.Ponczek@austintexas.gov	Deliver Completed Application Prior to Due Date and Time to: City of Austin Health and Human Services Department Homeless Services, Attn. Natasha Ponczek 7201 Levander Loop, Building #E Austin, Texas 78702 (off Airport Blvd, just north of 183/Montopolis Bridge)

City of Austin Health and Human Services Department

Request for Application #2012-02 Emergency Solutions Grant Rapid Rehousing Program

INTRODUCTION

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidated three of the separate homeless assistance programs administered by the U.S. Department of Housing and Urban Development (HUD) under the McKinney-Vento Homeless Assistance Act into a single grant program, and revised the Emergency Shelter Grants program and renamed it as the Emergency Solutions Grants (ESG) program. The ESG program is designed to be the first step in a continuum of assistance to help clients quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The new ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families and individuals from becoming homeless.

HUD has notified the City of Austin of an increase in the Emergency Solutions Grant for FY 2012-2014. The new ESG regulations under the HEARTH Act encourage recipients to direct new funding to the new category of Rapid Rehousing.

The City of Austin will focus new ESG funds in this RFA on a program providing Rapid Rehousing Housing Relocation and Stabilization Services to help homeless individuals move as quickly as possible into permanent housing and achieve stability in that housing. This funding will support a Rapid Rehousing Coordinator and limited direct financial assistance to overcome barriers to housing for clients of the Austin Resource Center for the Homeless, Downtown Austin Community Court and the City of Austin Communicable Disease Unit.

To that end, the City of Austin Health and Human Services Department (HHSD) seeks applications in response to this Request for Application (RFA) from qualified social service providers. The successful Applicant:

- Will provide services to the target population specified in this RFA which includes homeless clients of Austin Resource Center for the Homeless, Downtown Austin Community Court and the City of Austin Communicable Disease Unit.
- Is well-versed in providing supportive services to this population.
- Demonstrates a well-developed program utilizing best practices, that may include collaborative partners to provide a broad range of services appropriate for this population.
- Applies for the full amount available and provides a 100% match of cash and/or in-kind funds.
- Will implement the program(s) proposed within thirty (30) days of contract execution.

The awarded contract of \$215,835 will have a two-year contract period approximately October 2012 – September 2014, with one one-year renewal option of \$50,000 based on continued availability of funding.

- \$165,835 for the two-year period allocated from FY 2012-13 including:
 - \$115,835 will be allocated to Direct Financial Assistance for the two-year period
 - \$50,000 will be allocated for a Rapid Rehousing Staff member to coordinate these Rapid Rehousing funds and the ESG Rapid Rehousing programs funded in Austin.
- An additional \$50,000 allocated from FY 2013-14 ESG Allocation if funding is available (included in the FY 2013-2014 Action Plan).

City of Austin Health and Human Services Department

SOLICITATION
2012-002 REQUEST FOR APPLICATIONS EMERGENCY SOLUTIONS GRANT
RAPID REHOUSING PROGRAM

TABLE OF CONTENTS

<u>SECTION</u>	<u>TITLE</u>
N/A	COVER SHEET, INTRODUCTION AND TABLE OF CONTENTS
N/A	SCOPE OF WORK
100	STANDARD PURCHASING DEFINITIONS (not included-see note below*)
200	SOLICITATION INSTRUCTIONS
300	STANDARD PURCHASING TERMS AND CONDITIONS (not included-see note below*)
400	NOT APPLICABLE
500	WORK STATEMENT FORMAT, EVALUATION FACTORS, BUDGET DOCUMENTS
600	APPLICATION PREPARATION INSTRUCTIONS
700	NON-DISCRIMINATION CERTIFICATION FORM (Return signed copy with application)
800	PROPOSER’S AFFIDAVIT OF NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING FORM
900	NON-SUSPENSION OR DEBARMENT CERTIFICATION
ATTACHMENT A	INSURANCE REQUIREMENTS
ATTACHMENT B	DRAFT ESG HOMELESS ELIGIBILITY FORM

***NOTE:** Sections 100 and 300 are on the Internet at the Vendor Connection under Standard Bid Documents tab at the bottom of the page.
https://www.austintexas.gov/financeonline/vendor_connection/index.cfm, but are not included with this application. Refer to the “Standard Solicitation Documents for Purchases” selections. When reading, substitute the words “applicant” and “application” for “proposer” and “proposal.” Do not use the addresses or phone numbers from the Internet documents. Use the addresses and phone numbers within this document. If you do not have Internet access, it is available at the Austin Public Libraries, or you can obtain the paper documents from the Health and Human Services Department (contact information below.)

For a copy of Section 100, 300 and 500 or Budget documents please contact Natasha Ponczek at CityHS@austintexas.gov or 512-972-5027 located at Health and Human Services Department, 7201 Levander Loop, Building #E, Austin, Texas 78702.

City of Austin Health and Human Services Department

Request for Application #2002-02 Emergency Solutions Grant Rapid Rehousing Program

SCOPE OF WORK

1) PRINCIPAL OBJECTIVE

The City of Austin will focus new ESG funds in this RFA on a program providing Rapid Rehousing/Housing Relocation and Stabilization Services to help homeless individuals move as quickly as possible into permanent housing and achieve stability in that housing.

This funding will support a Rapid Rehousing Coordinator and limited direct financial assistance to overcome barriers to housing for clients of the Austin Resource Center for the Homeless, Downtown Austin Community Court and the City of Austin Communicable Disease Unit.

The Applicant's ability to implement the program(s) proposed within thirty (30) days of contract execution is essential. The contract period will be approximately October 2012 – September 2014 with one one-year renewal option. Organizations unable to begin services on or near October 1 should not submit an application.

2) TARGET POPULATION

The City of Austin's target populations are City of Austin residents who are clients of the Austin Resource Center for the Homeless, Downtown Austin Community Court and the City of Austin Communicable Disease Unit.

An initial assessment is required for all Rapid Rehousing Clients (but does not include income eligibility). See HUD Webinar on www.hudhre.gov: "Homeless Status: Recordkeeping Requirements" (May 11, 2012).

Eligible populations (see Attachment B ESG Homeless Eligibility Form) for HUD Rapid Rehousing services include only:

- HUD Category 1 (Literally Homeless) and
- HUD Category 4 (Fleeing/Attempting to Flee DV (where individual or family also meets the criteria for Category 1)).

Eligibility must be recertified annually for active clients. To continue to be eligible for Rapid Rehousing or Homelessness Prevention assistance, a household must:

- Lack sufficient resources and support networks to retain housing without ESG assistance
- Have no appropriate subsequent housing options
- Have an annual income at or below 30% of AMI. Must use standard for calculating annual income established in 24 CFR 5.609. Additional information on income can be found at www.hudhre.info, including:
 - Archived "Determining and Documenting Homeless and At-Risk Status, Income, and Disability" www.hudhre.info
 - Forthcoming User Guide

City of Austin Health and Human Services Department

3) ESG OVERVIEW AND AUSTIN'S RAPID REHOUSING STRATEGY

Emergency Solutions Grant Overview

The federal ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families and individuals from becoming homeless.

The City of Austin will focus new ESG funds on Rapid Rehousing/Housing Relocation and Stabilization Services. Rapid Rehousing assistance is the provision of housing relocation and stabilization services and direct financial assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.

Austin's ESG Rapid Rehousing Strategy

The Rapid Rehousing Coordinator and direct financial assistance will be a part of a greater ESG Rapid Rehousing strategy for the City of Austin. The staff person will be located at the Austin Resource Center for the Homeless (ARCH), which also receives Emergency Solutions Grant funding for Operation and Maintenance of the ARCH. This Rapid Rehousing staff person will work with clients at the ARCH to find housing as well as work with the other three ESG Rapid Rehousing Specialists located in the community providing Housing Relocation and Stabilization Services.

- One staff is located at the City of Austin Communicable Disease Unit. This person's function is to find housing for HIV positive homeless individuals and connect them with services to overcome barriers to housing. This program utilizes some rental assistance funding from Housing Opportunities for People with AIDS (HOPWA). This program also provides medical case management to find a medical home for the homeless individual.
- Two additional staff members will be located at Downtown Austin Community Court (DACC), a part of the City of Austin Municipal Court. The focus for these two staff is to provide housing relocation and stabilization services to homeless individuals who are frequent offenders at the Court, and to serve other street homeless in the downtown area – connecting them with services to overcome barriers to housing. One staff member will be more focused on Housing Location for this hard to serve population. They will work with the other Outreach workers at the DACC who will provide case management and outreach.

4) ESG AND RFA GUIDELINES

All activities using Emergency Solutions Grant funding will adhere to these federal regulations - ESG Regulations 24 CFR Part 576:

<http://www.gpo.gov/fdsys/pkg/CFR-2012-title24-vol3/pdf/CFR-2012-title24-vol3.pdf> :

A. Direct Financial Assistance - City of Austin ESG Funding: \$115,835 in FYs 2012 – 2014

- There is \$115,835 in Direct Financial Assistance available for the initial funding period of approximately October 2012 – September 2014.
- The fiscal management portion of this direct financial assistance could be sub-contracted to another agency to administer or could be done by the same agency that is hiring the Rapid Rehousing Coordinator.
- It is not anticipated that this direct financial assistance will be available after September 30, 2014.

24 CFR § 576.105 Housing relocation and stabilization services
HUD Defines Eligible Financial Assistance Costs as:

City of Austin Health and Human Services Department

(a) *Financial assistance costs.* Subject to the general conditions under § 576.103 and § 576.104, ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

(1) *Rental application fees.* ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.

(2) *Security deposits.* ESG funds may pay for a security deposit that is equal to no more than 2 months' rent.

(3) *Last month's rent.* If necessary to obtain housing for a program participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating the program participant's total rental assistance, which cannot exceed 24 months during any 3-year period.

(4) *Utility deposits.* ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in paragraph (5) of this section.

(5) *Utility payments.* ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

(6) *Moving costs.* ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under paragraph (b) of this section and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

B. Rapid Rehousing Coordinator - City of Austin ESG Funding: \$50,000 Annually

- The Rapid Rehousing Coordinator position will be partially funded at \$50,000. Agency can contribute additional funding for this position and that funding will be counted towards the required match. The focus of the position will be chosen by the Applicant –Housing Search and Placement and/or Housing Stability Case Management (see regulations below).
- The Rapid Rehousing Coordinator will be responsible for the administration of all ESG Rapid Rehousing direct assistance, as well as coordination between the downtown shelters and service providers.
- This staff person will be responsible for working with other ESG-funded staff at the City of Austin Communicable Disease Unit and Downtown Austin Community Court and staff at the ARCH to coordinate the direct financial assistance provision.
- Funding for this staff position will continue after the initial funding period when there is no additional ESG Direct Financial Assistance available.
- This staff person will also coordinate with other service providers in the community for housing assistance and resources such as Best Single Source Plus program at Caritas of Austin to utilize the Rapid Rehousing Rental Assistance since no rental assistance is provided with this funding.

24 CFR § 576.105 Housing relocation and stabilization services

(b) *Services costs.* Subject to the general restrictions under § 576.103 and § 576.104, ESG funds may be used to pay the costs of providing the following services:

(1) *Housing search and placement.* Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:

City of Austin Health and Human Services Department

- (i) Assessment of housing barriers, needs, and preferences;
- (ii) Development of an action plan for locating housing;
- (iii) Housing search;
- (iv) Outreach to and negotiation with owners;
- (v) Assistance with submitting rental applications and understanding leases;
- (vi) Assessment of housing for compliance with Emergency Solutions Grant (ESG) requirements for habitability, lead-based paint, and rent reasonableness;
- (vii) Assistance with obtaining utilities and making moving arrangements; and
- (viii) Tenant counseling.

(2) *Housing stability case management.* ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.

Component services and activities consist of:

- (A) Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
- (B) Conducting the initial evaluation required under § 576.401(a), including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
- (C) Counseling;
- (D) Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- (E) Monitoring and evaluating program participant progress;
- (F) Providing information and referrals to other providers;
- (G) Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- (H) Conducting re-evaluations required under § 576.401(b).

C. Other ESG Requirements

(c) *Maximum amounts and periods of assistance.* The recipient may set a maximum dollar amount that a program participant may receive for each type of financial assistance under paragraph (a) of this section. The recipient may also set a maximum period for which a program participant may receive any of the types of assistance or services under this section. However, except for housing stability case management, the total period for which any program participant may receive the services under paragraph (b) of this section must not exceed 24 months during any 3-year period. The limits on the assistance under this section apply to the total assistance an individual receives, either as an individual or as part of a family.

(d) *Use with other subsidies.* Financial assistance under paragraph (a) of this section cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance (URA), during the period of time covered by the URA payments.

§ 576.201 Matching requirement – See actual federal regulations for the complete regulation.

(a) *Required amount of matching contributions.*

City of Austin Health and Human Services Department

All recipients must provide a 100% match to ESG funds awarded.

(b) *Eligible sources of matching contributions.*

Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. See § 576.201 Matching requirement for more details about using Federal funds as match.

(c) *Recognition of matching contributions.*

(1) In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD

(2) The matching contributions must be provided after the start of the contract.

(3) To count toward the required match for the recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in § 576.203, and noncash contributions must be made within the expenditure deadline in § 576.203.

(4) Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.

(5) Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

(d) *Eligible types of matching contributions.*

The matching requirement may be met by one or both of the following:

(1) *Cash contributions.*

(2) *Noncash contributions.*

(f) Costs paid by program income. Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

D. Other ESG Regulations

See: <http://www.gpo.gov/fdsys/pkg/CFR-2012-title24-vol3/pdf/CFR-2012-title24-vol3.pdf>

Subpart E – Program Requirements

- Area-wide Systems Coordination (§ 576.400)
- Evaluation of Participant Eligibility and Needs (§576.401)
- Terminating Assistance (§ 576.402)
- Shelter and Housing Standards - Minimum Standards for permanent housing (§ 576.403 – Section (c))
- Conflicts of Interest (§ 576.404)
- Homeless Participation (§ 576.405)
- Faith-Based Activities (§ 576.406)
- Other Federal Requirements as appropriate (§576.407)

Subpart F – Grant Administration (§576.500) Recordkeeping and Reporting Requirements

- Sections (a) and (b); (d)-(f); (g) –Note: Austin does not have a coordinated assessment system at this time; (i)-(j); (l)-(s), (u)- (aa).

Other Regulations:

- Displacement, Relocation, and Acquisition (§576.408)
- Nondiscrimination and Equal Opportunity (§5.105(a))
- Environmental Review under 24 CFR part 50

5) GOALS

City of Austin Health and Human Services Department

The Rapid Rehousing Coordinator will be responsible for the administration of all Rapid Rehousing direct financial assistance, as well as coordination between the downtown shelters and service providers.

The awarded Applicant will be responsible for administering direct financial assistance for a two-year period. The successful Applicant may sub-contract for the administration of the direct financial assistance.

The Rapid Rehousing Coordinator will coordinate the provision of direct financial assistance to rapidly rehouse forty (40) homeless persons per year who are receiving services from ESG-funded programs at the Austin Resource Center for the Homeless, Downtown Austin Community Court, and the City of Austin Communicable Disease Unit.

6) HOMELESS MANAGEMENT INFORMATION SYSTEM CONTRACT REQUIREMENTS

Organizations receiving funding from the City of Austin contracts for homelessness prevention and homeless intervention services are required to utilize the local Homeless Management Information System (HMIS) to track and report client information for individuals who are at risk of homelessness or who are homeless. A high level of data quality is required. These expenses can be included in the budget as matched funds.

Requirements Include:

- “Open settings” for Uniform Data Elements (UDE) will be used for all of the program’s client records in order to reduce duplication of records and improve cross-agency collaboration around client services
- Data quality report(s) submitted monthly (report and minimum standards to be specified)
- HMIS User licenses must be purchased for HMIS staff entering data into City-funded programs (may use be purchased with City contract funds for licenses)
- Participation in Annual Homeless Count, Annual Homeless Assessment Report (AHAR), and other required HUD reporting
- Participation in a minimum of 6 hours of annual training for each licensed user as well as attendance at required City-sponsored training(s) regarding the HMIS and CTK ODM systems.

Annual Report must identify compliance levels with all of the requirements listed above, as well as any feedback regarding the HMIS system.

If data quality reports consistently fall below minimum standards, payments may be withheld until reporting improves to at least minimum standards.

7) AVAILABLE FUNDING

- A. The initial funding period will be approximately October 2012, through September 2014.
- B. The City anticipates that one initial contract for \$215,835 will be awarded for provision of Rapid Rehousing Services and Direct Financial Assistance.
 - \$165,835 is available for the two year period allocated from FY 2012-13 including:
 - \$115,835 will be allocated to Direct Financial Assistance for the two-year period
 - \$50,000 will be allocated for a Rapid Rehousing Staff member to coordinate these Rapid Rehousing funds and the ESG Rapid Rehousing programs funded in Austin.

City of Austin Health and Human Services Department

- An additional \$50,000 allocated from FY 2013-14 ESG Allocation if funding is available (included in the FY 2013-2014 Action Plan).

C. There will be a one-year renewal option FY 2014-2015 for \$50,000 for the staff member only based on continued availability of funding. The direct financial assistance is only available the first two years of the contract. The possible total contract period is from October 2012 – September 2015, for a potential total contract amount of \$265,835.

Fiscal Year(s) available	Source of Funding ESG Fiscal Year	\$ Amount	Type
FY 2012-2014	FY 2012-2014	\$115,835	Direct Financial Assistance
		\$ 50,000	Rapid Rehousing Coordinator
	FY 2013-2014*	\$ 50,000	Rapid Rehousing Coordinator
FY 2014-2015	FY 2014-2015*	\$ 50,000	Rapid Rehousing Coordinator
	Potential Total Contract Amount	\$265,835	

* Based on continued availability of funding

D. Collaborative applications are encouraged.

E. The City of Austin reserves the right to adjust the contract amount or scope of work over the contract period based on community needs, ability to expend funds in a timely manner or any other factor. When the City determines adjustments need to be made, the City will provide at least 90-days notice to the Contractor.

F. Eligible Expenses:

- All ESG funding for this project is categorized as Housing Relocation and Stabilization Services as defined in this RFA Section 3. ESG and RFA Guidelines.
- Housing Relocation and Stabilization Services helps individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
- The Rapid Rehousing Coordinator will provide housing search and placement and/or housing stability case management described in the ESG regulations. The Coordinator will also coordinate the disbursement of direct financial assistance to their agency’s clients and clients from other agencies that receive ESG funds.
- Eligible Direct Financial Assistance includes:
 - (1) Rental application fees
 - (2) Security deposits
 - (3) Last month’s rent
 - (4) Utility deposits
 - (5) Utility payments
 - (6) Moving costs
- Rental Assistance is not an eligible expense when it is for future rent – only last month’s rent as a part of a lease agreement . There are other sources of funding for rental assistance and the Rapid Rehousing Coordinator will be required to work to identify and coordinate with other programs providing rental assistance.

8) ELIGIBLE APPLICANTS

City of Austin Health and Human Services Department

- A. Any nonprofit or governmental agency that can legally contract with the City of Austin (as determined by the City Purchasing Office) is eligible to submit an application. City policy does not permit entering into a contract with an entity that owes taxes to the City.
- B. Applicants must be able to meet the City's insurance requirements for social service contractors. See the insurance requirements in Attachment A of the RFA.
- C. Nonprofit organizations must agree to provide the City a complete set of audited financial statements and the auditor's opinion and management letters, covering a two year period with no material financial management issues cited in audit. If issues are noted, agency must demonstrate that it has implemented necessary changes.
- D. Nonprofit organizations must provide a written certification (included in the application) from a Surety Bond Agency that they will write a Fidelity Bond for \$215,835 if a contract is awarded.
- E. The Applicant and its principals may not be currently suspended or debarred from doing business with the Federal Government or the City of Austin, as indicated by the an Exclusion Search under the Federal System for Award Management (sam.gov).
- F. Must have a minimum of two years of successful experience providing services to people who are homeless with demonstrated ability to transition them to safe and stable housing or with demonstrated success in maintaining housing.
- G. Applicants must have involvement of homeless or formerly homeless persons on the board of directors or other policy/decision making body regarding ESG assistance. If unable to meet this requirement, Applicants must develop and implement a plan to consult with homeless or formerly homeless persons in considering and making policies regarding ESG assistance.

9) APPLICATION DUE DATE AND TIME

Wednesday, September 26, 2012_no later than 12:00 P.M.
Late applications will not be accepted.

City of Austin Health and Human Services Department

Section 200: SOLICITATION INSTRUCTIONS

1. EQUAL OPPORTUNITY

- A. **Equal Employment Opportunity:** No Applicant, nor Applicant's agent, shall engage in any discriminatory employment practice as defined in chapter 5-4 of the City Code. No Application submitted to the City shall be considered, nor any Purchase Order issued, or any Contract awarded by the City unless the Applicant has executed and filed with the City a current Non-Discrimination Certificate. Applicants shall sign and return with their Application, the Non-Discrimination Certification located in section 700 herein.
- B. **Americans with Disabilities Act (ADA) Compliance:** No Applicant, nor Applicant's agent, shall engage in any discriminatory employment practice against individuals with disabilities as defined in the ADA.

2. ELIGIBLE APPLICANTS

Please see the Scope of Work for eligibility criteria.

3. LEGAL AUTHORITY

The funding of a contract award to provide the requested services will be in accordance with applicable City of Austin regulations, rules, and program guidance.

4. SOLICITATION

- A. **Review of Documents:** Applicants are expected to examine all documents that make up the Solicitation. Applicants shall promptly notify the City of any omission, ambiguity, inconsistency or error that they may discover upon examination of the Solicitation. Applicants must use a complete Solicitation to prepare Applications. The City assumes no responsibility for any errors or misrepresentations that result from the use of incomplete Solicitations.
- B. **Location of Documents:** Solicitations are issued by the Contract Awarding Authority. The location and phone number for the Contract Awarding Authority are specified in the advertisement and in the Solicitation.

5. WRITTEN EXPLANATIONS OR CLARIFICATIONS

Any material information given to one Applicant concerning a Solicitation will be furnished as an Addendum to all Applicants who have been issued a Solicitation. Any explanation, clarification, interpretation or change to the Solicitation made in any other manner is not binding upon the City, and Applicants shall not rely upon such explanation, clarification, interpretation or change. Oral explanations or instructions given before the award of the Contract are not binding.

The deadline for requesting an explanation, clarification, or interpretation is no later than 3:00 p.m. on Friday, September 14, 2012. Requests for explanations, clarifications or interpretations must be emailed to Natasha Ponczek at: Natasha.Ponczek@austintexas.gov. The communication must clearly identify the Applicant's name and the Solicitation name. Any material information given to one Applicant concerning a Solicitation will be furnished as an Addendum to all Applicants who have been issued a Solicitation.

City of Austin Health and Human Services Department

6. MANDATORY PRE-APPLICATION CONFERENCE

A mandatory pre-Application conference will be held at 3:00 p.m. Wednesday, August 29, 2012 at the City of Austin Health & Human Services Campus, Bldg E., 7201 Levander Loop, Austin, TX. The pre-Application conference is required for all Applicants.

7. PREPARATION OF APPLICATIONS

Page length: The Application must be no longer than 10 pages not including the cover letter, signed certifications and budget forms. The Applicant must use Times New Roman font size 11, double-spaced, single-sided pages.

Signature: The Applicant must sign each document in the Solicitation requiring a signature. Any changes made to the Application must be initialed by the Applicant.

8. SUBMISSION OF APPLICATIONS:

Applications are due no later than 12:00 p.m. Wednesday, September 26, 2012.

Unless otherwise specified, Applicants are required to submit an original and three (3) copies.

A. **Documents required with the Application:** The following documents must be submitted with the Application:

- i. One-page Executive Summary
- ii. Table of Contents
- iii. The signed Non-Discrimination Certification (Section 700)
- iv. Proposer's affidavit of non-collusion, non-conflict of interest, and anti-lobbying form (Section 800)
- v. The signed Non-Suspension or Debarment Certification (Section 900)
- vi. The completed Work Statement (Section 500: Program Description)
- vii. Budget documents (Section 500) and Administrative Fiscal Review (if not already on file)
- viii. Memoranda of Understanding with any collaborating agencies if applicable
- ix. Any other document included in the Solicitation requiring completion by the Applicant

All other pages in the Solicitation should be retained by the Applicant.

B. Hand-Delivery

In order to ensure receipt of the application by the due date and time, Applicants must hand-deliver their Application to the address below in a sealed envelope or container marked on the outside with:

City of Austin HHSD
C/o Natasha Ponczek
Request for Applications #2012-002 ESG Rapid Rehousing Program
[NAME OF AGENCY]
Date and time submitted using the timestamp in the lobby of Building E

City of Austin Health and Human Services Department

When delivering an Application, please use the proper address for the type of service desired, as shown below. Emailed, telegraphic, or facsimile Applications will not be accepted.

Street Address for Hand Delivery or Courier Service
City of Austin
Health and Human Services Department
Homeless Services, Attn: Natasha Ponczek
7201 Levander Loop, Building E
Austin, Texas 78702
Phone: (512) 972-5027

- C. **Late Applications:** Applications must be received by the Health and Human Services Department **no later than 12:00 p.m. on Wednesday, September 26, 2012**. All Applications received after the Due Date and Time will be considered late and will be returned to the Applicant unopened. **The time stamp clock at the front entry way at the Health and Human Services Department is the time of record and is verified with the local time service at (512) 476-7744.** It is the sole responsibility of the Applicant to ensure timely delivery of the Application. The City will not be responsible for failure of service on the part of the U.S. Postal Office, courier companies, or any other form of delivery service chosen by the Applicant.

9. MODIFICATION OR WITHDRAWAL OF APPLICATIONS

- A. **Modification of Applications:** Applications may be modified in writing at any time prior to the Due Date and Time.
- B. **Withdrawal of Applications:** Written requests to withdraw an Application may be submitted to Natasha Ponczek via email to Natasha.Ponczek@austintexas.gov at any time prior to the Due Date and Time. An Applicant may also withdraw an Application in person, provided the withdrawal is made prior to Due Date and Time. All requests for withdrawal must also be signed by the Applicant. Withdrawn Applications may be resubmitted, with or without modifications, up to the due date **Wednesday, September 26, 2012 at 12:00 p.m.**

10. OPENING OF APPLICATIONS/ RELEASE OF INFORMATION

- A. **Opening of Applications:** As authorized by Texas Local Government Code Section 252.049(b), Applications will be opened in a manner that avoids disclosure of the contents to competing Applicants and keeps the contents confidential during negotiations. Until the negotiations are completed, only the number and identity of the Applicants submitting Applications will be made available to the public.
- B. **Release of Information:** Under Texas law, information relating to Requests for Applications may be kept confidential until a contract has been awarded. Information relative to this RFA shall not be released by the City during the application evaluation process or prior to contract award.

11. RESERVATIONS

City of Austin Health and Human Services Department

The City expressly reserves the right to:

- A. Specify approximate quantities in the Solicitation;
- B. Extend the Solicitation closing date and time;
- C. Waive as an informality, minor deviations from specifications provided they do not affect competition or result in functionally unacceptable Goods or Services;
- D. Waive any minor informality in any Application or Solicitation procedure (a minor informality is one that does not affect the competitiveness of the Applicant);
- E. Add additional terms or modify existing terms in the Solicitation;
- F. Reject an Application containing exceptions, additions, qualifications or conditions not called for in the Solicitation;
- G. Reject an Application received from an Applicant who is debarred or suspended by the City;
- H. Reject an Application received from an Applicant who is currently debarred or suspended by the Federal Government (Applicable if project receives Federal funding);
- I. Reject an Application that contains fraudulent information;
- J. Reject an Application that has material omissions;
- K. Reject or cancel any or all Applications;
- L. Reissue a Solicitation; and/or
- M. Procure any item by other means.

12. NEGOTIATIONS

The City reserves the right to negotiate all elements which comprise the Applicant's Application to ensure that the best possible consideration be afforded to all concerned.

13. CONTRACT INCORPORATION

Applicant should be aware that the contents of the successful Application may become a part of the subsequent contractual documents. Failure of the successful Applicant to accept this obligation may result in the cancellation of any award. Any damages accruing to the City as a result of the successful Applicant's failure to contract may be recovered from the successful Applicant.

14. PAYMENT

The Contractor will be paid for eligible, actual paid expenses on a reimbursement basis.

15. OPPORTUNITY TO PROTEST

The Health and Human Services Department has the authority to settle or resolve any claim of an alleged deficiency or protest. The procedures for notifying the City of Austin of an alleged deficiency or filing a protest are listed below. If you fail to comply with any of these requirements, the Health and Human Services Department may dismiss your complaint or protest.

- A. **Prior to the Application Due Date and Time:** If you are a prospective Applicant and you become aware of the facts regarding what you believe is a deficiency in the Solicitation process before the Due Date and Time for receipt of Applications, you must notify the City in writing of the alleged deficiency by Monday, March 12, 2012 at 12:00 p.m., giving the City an opportunity to resolve the situation prior to the Application Due Date and Time **Wednesday, September 26, 2012 at 12:00 p.m.**

City of Austin Health and Human Services Department

- B. **After the Application Due Date and Time:** If you submit an Application to the City and you believe that there has been a deficiency in the Solicitation process or the award, you have the opportunity to protest the Solicitation process or the recommended award as follows:
- i. You must file written notice of your intent to protest within four (4) calendar days of the date that you know or should have known of the facts relating to the protest. If you do not file a written notice of intent within this time, you have waived all rights to protest the Solicitation process or the award.
 - ii. You must file your written protest within fourteen (14) calendar days of the date that you know or should have known of the facts relating to the protest unless you know of the facts before the Offer has been closed. If you know of the facts before those dates, you must notify the City as stated above.
 - iii. You must submit your protest in writing and must include the following information:
 - 1) your name, address, telephone and fax number;
 - 2) the solicitation name and number
 - 3) a detailed statement of the factual grounds for the protest, including copies of any relevant documents.
 - iv. Your protest must be concise and presented logically and factually to help with the City's review.
 - iv. When the City receives a timely written protest, HHSD will determine whether grounds for your protest are sufficient. A decision will usually be made within fifteen (15) calendar days after review of the complaint.
 - v. The City will send you a copy of the Health and Human Services Department's decision after the appropriate City staff has reviewed the decision.

16. POST APPLICATION DOCUMENTS REQUIRED FROM SUCCESSFUL APPLICANT

- A. **Certificates of Insurance:** Insurance is required. The Applicant (and collaborating partners in some circumstances) must provide Certificates of Insurance in the amounts and for the coverage required to the Health and Human Services Department prior to the contract initiation, or as otherwise required by the Solicitation. A certificate is not required with the Application. Insurance Requirements are included in Attachment A.

City of Austin Health and Human Services Department

Section 500: WORK STATEMENT FORMAT, EVALUATION FACTORS, BUDGET DOCUMENTS

It is strongly advised that Applicants carefully consider the Scope of Work when responding to this RFA.

Work Statement Format: The work statement should be organized in the structure below.

- **Competitive Selection:** This procurement will comply with applicable City of Austin Policy and pending City Council approval. The City will select the successful Applicant on a rational basis. The Application review team will be comprised of City HHSD staff and others. Evaluation factors outlined after each section of the work statement shall be applied to all eligible Applicants in comparing Applications and selecting successful Applicants. Award of a contract may be made without discussion with Applicants after the Applications are received. Applications should, therefore, be submitted on the most favorable terms.
- **Evaluation:** A total of 100 points is possible for the proposed program description and budget. Evaluation factors and the maximum score per section are noted at the end of each section. All responses will be evaluated as to how the proposed program will align with the goals outlined in the Scope of Work and to ensure that each required response in the Work Statement has been adequately addressed.

EVALUATION MATRIX

SECTION	MAX POINTS PER SECTION
I. Accomplishments, Experience, and Community Service Coordination	5
II. Targeted Populations and Client Eligibility	15
III. Project Activities	40
IV. Performance Measures	10
V. Data Management and Reporting, Program Evaluation and Quality Improvement	10
VI. Budget Information	10
VII. Overall Evaluation Factors Regarding Applicant	10
	100

WORK STATEMENT FORMAT

The actual application should be organized and labeled using the following format and informational sequence:

SECTION 1: ACCOMPLISHMENTS, EXPERIENCE AND COMMUNITY SERVICE COORDINATION

1. Briefly describe experience managing relevant local, state, or federal contracts.
2. Describe experience demonstrating the agency’s success in transitioning people who are homeless to safe and stable housing.
3. Describe any past experiences working with Rapid Rehousing programs – including the programs using funds from the Recovery Act Homelessness Prevention and Rapid Rehousing program.

City of Austin Health and Human Services Department

4. Describe the agency’s participation in the Ending Community Homelessness Coalition and other relevant community planning activities.

Evaluation Matrix Section 1.	5
ACCOMPLISHMENTS, EXPERIENCE AND COMMUNITY SERVICE COORDINATION	points
Prior experience administering relevant local, state or federal contracts including HPRP or other Rapid Rehousing program	
At least two years experience providing services to people who are homeless resulting in transition to safe and stable housing	
Documentation demonstrates level of success in providing the activities described	
Demonstrates active participation in appropriate community planning	

SECTION II. TARGETED POPULATIONS AND CLIENT ELIGIBILITY

All clients must meet the criterion listed below:

The City of Austin’s target populations are City of Austin residents who are clients of the Austin Resource Center for the Homeless, Downtown Austin Community Court and the City of Austin Communicable Disease Unit.

An initial assessment is required for all Rapid Rehousing Clients (but does not include income eligibility). See HUD Webinar on www.hudhre.gov: “Homeless Status: Recordkeeping Requirements” (May 11, 2012).

Eligible populations (see attached ESG Homeless Eligibility Form) for HUD Rapid Rehousing services include only:

- HUD Category 1 (Literally Homeless) and
- HUD Category 4 (Fleeing/Attempting to Flee DV)(where individual or family also meets the criteria for Category 1).

Eligibility must be recertified annually for active clients. To continue to be eligible for Rapid Rehousing or Homelessness Prevention assistance, a household must:

- Lack sufficient resources and support networks to retain housing without ESG assistance
- Have no appropriate subsequent housing options
- Have an annual income at or below 30% of AMI. Must use standard for calculating annual income established in 24 CFR 5.609. Additional information on income can be found at www.hudhre.info

1. Target Population(s) & Eligibility Determination

- A. Describe the client population that will be served with these funds and if this population is similar to or different than your current service population.
- B. Describe how you will outreach to the eligible population.
- C. How will you insure that all clients are screened and deemed eligible for services? What process will you use?
- D. Describe how criminal history impacts eligibility for your program. Preference is provided to organizations that do not unreasonably restrict housing or services due to criminal status.
- E. Describe how ESG Homeless Eligibility will be determined and tracked.

2. Cultural Competency for the Target Population(s)

City of Austin Health and Human Services Department

The term “cultural competency” refers to providing services, support or other assistance in a manner that is responsive to the beliefs, interpersonal styles, attitudes, language and behaviors of individuals who are receiving services in a manner that has the greatest likelihood of ensuring their maximum participation in the service.

- A. Describe how the agency will deliver services so that cultural and language differences are not a barrier to services. Include the preferred staffing qualifications to ensure they will understand and be sensitive to the needs of culturally diverse populations.

Evaluation Matrix Section 2.		15 pts
TARGETED POPULATIONS AND CLIENT ELIGIBILITY		
Target Population and Eligibility Determination		
<ul style="list-style-type: none"> • Specific client population(s) and subpopulations to be served are defined – ARCH, DACC or CDU clients are targeted • Program outreach to eligible clients and eligibility assessment process is reasonable and addresses City and HUD requirements • Eligibility regarding client’s criminal status is described. Preference is provided to organizations that do not unreasonably restrict housing or services due to criminal status. • Process for determining eligibility is described and is reasonable. Utilizes HUD’s guidelines for documenting eligibility. 		
Cultural Competency for the Target Populations		
<ul style="list-style-type: none"> • Strategies are culturally inclusive and appropriate for target populations 		

SECTION III. PROJECT ACTIVITIES

1. Explain how you will adhere to the federal requirements in the RFA Section 3 ESG and RFA Requirements that are listed below. If you are currently receiving ESG funds, describe how you will adhere to the new ESG regulations or have been adhering to the regulations.

Subpart E – Program Requirements

- Area-wide Systems Coordination (§ 576.400)
- Evaluation of Participant Eligibility and Needs (§576.401)
- Terminating Assistance (§ 576.402)
- Shelter and Housing Standards - Minimum Standards for permanent housing (§ 576.403 – Section (c))
- Conflicts of Interest (§ 576.404)
- Homeless Participation (§ 576.405)
- Faith-Based Activities (§ 576.406)
- Other Federal Requirements as appropriate (§576.407)

Subpart F – Grant Administration (§576.500) Recordkeeping and Reporting Requirements

- Sections (a) and (b); (d)-(f); (g) –Note: Austin does not have a coordinated assessment system at this time; (i)-(j); (l)-(s), (u)- (aa).

2. Describe the Rapid Rehousing services that will enable homeless individuals to obtain housing including:
- A. What will the primary duties of the Rapid Rehousing Coordinator be? Will the duties reflect the description for Housing Search and Placement or Housing Stability Case Management or a

City of Austin Health and Human Services Department

mixture of both? See Section 4. ESG and RFA Guidelines in the Scope of Work. If you are using best practices, explain how they will be incorporated into the program design.

- B. How will you determine need for and distribute direct financial assistance to clients of the ESG-funded Rapid Rehousing programs including the staff person included in this program and other Rapid Rehousing staff from other agencies? If you are using best practices, explain how they will be incorporated into the program design.
- C. Describe how your agency, or sub-contracted agency, will administer the direct financial assistance in accordance with Uniform Administrative Requirements and 24 CFR Part 85.20 regarding written procedures for approving financial transactions, internal control, segregation of duties.
- D. How will the eligible participants access these services initially and over time?
- E. Describe how you will coordinate with ESG funded Rapid Rehousing programs. If you are currently receiving ESG funds, describe how you will expand your coordination to these program, and adhere to the new ESG regulations.
- F. Describe how your agency will be able to begin services in the time period required.

Evaluation Matrix Section III. PROJECT ACTIVITIES	40 points
<ul style="list-style-type: none"> • Structure and strategies are feasible and well-defined, best practices are utilized. • Description of how agency will adhere to federal requirements is adequate and complete. • Responsive to goals and other information presented in the RFA. • Primary duties of Rapid Rehousing Coordinator is appropriate. • Distribution of Direct Financial Assistance is appropriate and there are appropriate written procedures and financial management systems in place. • Coordination providing support across agencies and/or connect clients to appropriate services are described and is appropriate. 	
<ul style="list-style-type: none"> • Services can be implemented in a timely manner. 	

SECTION IV. PERFORMANCE MEASURES

This ESG Rapid Rehousing program will have quarterly performance reporting requirements as well as requirements for high data quality in the Homeless Management Information System (HMIS).

- 1. Insert program performance measures using the following required measures and additional measures (as necessary) into the tables provided below. Goals should reflect the number anticipated for the 24-month contract period in a 12-month/12-month/24-month format. The number of clients funded by other sources (if applicable) should be included as well.
- 2. Explain how each output and outcome below will be measured under each performance measure table.

Output Measures

Output 1: Unduplicated count of individuals served with Rapid Rehousing Services.

OUTPUT #1	10/1/12 – 9/30/13	10/1/13 – 9/30/14	Total Contract 24 months
Unduplicated count of individuals provided Rapid Rehousing Services			

Explanation of calculations used to determine measure:

City of Austin Health and Human Services Department

OUTPUT #2	10/1/12 – 9/30/13	10/1/13 – 9/30/14	Total Contract 24 months
Unduplicated count of individuals provided Direct Financial Assistance			

Explanation of calculations used to determine measure:

Outcome Measures

Required Outcome 1: Percentage of households who exit transition from homelessness to safe and stable housing.

Additional Outcomes: See list below. Applicants should include at least one, up to two additional outcomes that demonstrate impact.

OUTCOME #1	10/1/12 – 9/30/13	10/1/13 – 9/30/14	Total Contract 24 months
Number of households that transition from homelessness into housing. (numerator)			
Number of households receiving ESG Rapid Rehousing Services (denominator)			
Percentage (%) of households receiving ESG Rapid Rehousing Services that transition from homelessness into housing. (outcome rate)	%	%	%

Explanation of calculations used to determine measure:

Evaluation Matrix Section IV. PERFORMANCE MEASURES		10 points
Required measures are included with reasonable goals that serve the targeted population and coordinate with other ESG programs		
Percentage of homeless transitioning to safe and stable housing is at least 60%, with lower results reasonably explained		

SECTION V. DATA MANAGEMENT AND REPORTING, PROGRAM EVALUATION AND QUALITY IMPROVEMENT

Competence in data collection, management and reporting is required. Successful Applications will provide quantitative reports and qualitative reports throughout the contract period.

The City requires contractors to enter client data into the community Homeless Management Information System (HMIS). See Scope of Work for specific HMIS contract requirements.

City of Austin Health and Human Services Department

This program will require ongoing monitoring and informal evaluation to identify if programs are working effectively and which contracts need adjustment to respond to expenditure and performance requirements.

1. Data Management and Reporting
 - A. Provide information regarding past experience with data management and reporting. If applicable, include past experience utilizing the community’s HMIS.
 - B. Describe your plan for insuring high data quality in HMIS including your staffing plan such as FTEs for HMIS and data administration at your agency.

2. Program Evaluation and Quality Improvement
 - A. Describe the process used for identifying problems in strategies, service delivery, and expenditures, steps to determine corrective actions, and follow-up to ensure that corrective actions will be effective.

Evaluation Matrix Section V. DATA MANAGEMENT AND REPORTING, PROGRAM EVALUATION AND QUALITY IMPROVEMENT	10 points
Data Management and Reporting	
<ul style="list-style-type: none"> • Demonstrates past experience in data management and reporting for a similar project 	
Applicant has prior experience with HMIS	
Program Evaluation and Quality Improvement	
<ul style="list-style-type: none"> • Plans for ongoing assessment of strategies and service delivery and for program improvement 	

SECTION VI. BUDGET INFORMATION

Two-year contract period \$215,835 from approximately October 2012 – September 2014, with one one-year renewal option based on continued availability of funding.

- \$165,835 for the two year period allocated from FY 2012-13 including:
 - \$115,835 will be allocated to Direct Financial Assistance for the two-year period
 - \$50,000 will be allocated for a Rapid Rehousing Staff member to coordinate these Rapid Rehousing funds and the ESG Rapid Rehousing programs funded in Austin.
- An additional \$50,000 allocated from FY 2013-14 ESG Allocation if funding is available (included in the FY 2013-2014 Action Plan)

The City anticipates that one contract will be awarded for provision of these services (contract period approximately 24 months).

Applicants must complete all budget forms incorporated into the RFA (forms are located after the budget evaluation factors listed below). The RFA and a separate electronic document (Excel format) will be provided (contact CityHS@austintexas.gov) for use in completing the required budget information.

Eligible Expenses:

- All ESG funding for this project is categorized as Housing Relocation and Stabilization Services as defined in this RFA Section 3. ESG and RFA Guidelines.
- Eligible Direct Financial Assistance includes:
 - (1) Rental application fees
 - (2) Security deposits

City of Austin Health and Human Services Department

- (3) Last month’s rent
- (4) Utility deposits
- (5) Utility payments
- (6) Moving costs
- Rental Assistance is not an eligible expense when it is for future rent – only last month’s rent as a part of a lease agreement.

Fill out the following forms:

1. **Program Budget and Narrative**
Enter the total amount of funds requested for the program and each subsection followed by the basis for cost, line item request, other funding, and the totals for all funding sources. All expenses should be identifiable, reasonable, and necessary. The Budget Narrative is descriptive of the program activities proposed.
2. **Program Match:** Applicants are required to provide a cash match of at least 100% during the program period. Source of match must be identified in the Program Funding Summary. See Match Regulations for more details.
3. **Total Program Staff Positions & Time**
List the project staff by title and the percentage of time to be spent on the program (do not include individual’s names on the form)

Attach resume or position description for Rapid Rehousing Coordinator.
4. **Program Funding Summary**
The Program Funding Summary shows a snapshot of the funding the agency will use for the project, including any funds that will be counted as matching funds.

Evaluation Matrix Section VI. BUDGET INFORMATION	10 points
Program Budget and Narrative	
• Budget is reasonable and appropriate for the proposed work plan	
• Budget is at least \$215,835 for the contract period	
• Cash match of at least 100% is provided in Other Funding	
• Sufficient detail provided in cost basis	
ESG Match	
• Matching funds are identified and are appropriate	
Total Program Staff Positions & Time	
• Staff positions and time are reasonable and form filled out accurately	
• Resume or position description for Rapid Rehousing Coordinator are attached	
Program Funding Summary	
• Funding summary is complete and accurate	

SECTION VII. OVERALL EVALUATION FACTORS REGARDING APPLICANT

All applications will be evaluated on agency capacity based on the most recent Independent Audit, Administrative & Fiscal Review and performance on existing City contracts. Agencies that do not have a City contract will not be scored down based on that factor.

City of Austin Health and Human Services Department

Evaluation Matrix Section VII. Overall Evaluation Factors Regarding Applicant	10 points
• Most recent audit (unqualified/qualified/going concern identified)	
• Administrative and Fiscal Review demonstrates agency capacity for success, effective management and board oversight	
• Prior experience providing HHSD Social Services	

City of Austin Health and Human Services Department

PROGRAM BUDGET FORM

Provide whole dollar amounts for each applicable line item.

	ESG October 1, 2012 - Sept 30, 2014	Other Funding October 1, 2012 - Sept 30, 2014	TOTAL Budget (ALL funding sources) October 1, 2012 - Sept 30, 2014
Salaries			
Benefits			
A. SUBTOTALS: PERSONNEL	\$ -	\$ -	\$ -
OPERATING EXPENSES			
General Operating Expenses			
Consultants/Contractual			
Staff Travel			
Conferences/Seminars/Training			
B. SUBTOTALS: OPERATING EXPENSES	\$ -	\$ -	\$ -
DIRECT ASSISTANCE			
Food/Beverage for Clients			
Financial Assistance for Clients (e.g. rent, mortgage, utilities)			
Other (specify) Program Supplies			
C. SUBTOTALS: DIRECT ASSISTANCE	\$ -	\$ -	\$ -
EQUIPMENT/CAPITAL OUTLAY – Per Unit Cost Greater than \$1000 Only			
Capital Outlay			
D. SUBTOTALS: EQUIPMENT/CAPITAL OUTLAY	\$ -	\$ -	\$ -
GRAND TOTAL (A + B + C + D)			\$ -
PERCENT SHARE of Total Funding:	#DIV/0!	#DIV/0!	
Contract Amount Available	\$ 215,835		\$ 215,835

City of Austin Health and Human Services Department

ESG PROGRAM BUDGET NARRATIVE

AGENCY: _____ **PROGRAM:** _____

PERSONNEL	NARRATIVE
Salaries - Regular time	
OPERATING EXPENSES	
General Operating Expenses	<i>(Examples: Postage; general office supplies; telephone service; rent; utilities, etc.)</i>
Consultants/Contractual	<i>Only for provision of direct services to clients.</i>
Staff Travel - <i>within Travis County</i>	
Conferences/Seminars/Trng. - <i>within Travis County</i>	
DIRECT ASSISTANCE	
Food/Beverage for Clients (NOTE: Alcoholic beverage expenditures are not eligible or allowable)	
Financial Assistance for Clients (<i>e.g. rent, mortgage, utilities</i>)	
Other (<i>specify</i>)	
EQUIPMENT/CAPITAL OUTLAY	
<i>EQUIPMENT/CAPITAL OUTLAY – Per Unit Cost Greater than \$1000 Only</i>	

City of Austin Health and Human Services Department

ESG MATCHING FUNDS TABLE

Applicant: _____

Grant Amount:

Contract Period: 10/1/12 to 9/30/14

\$ 215,835 _____

Amount pledged in Matching Funds: \$ _____ *(must equal or exceed grant amount)*

MATCH FUNDS FUNDING SOURCE	TOTAL MATCH FUNDS PROPOSED
Other Federal Grants (ex. CDBG, CSBG, HOPWA)	
Other-Private Grants	
**State Grants (Cannot be State ESG Monies)	
City Funds (e.g. Social Service Contracts)	
County Funds (ex. FEMA or other County contracts)	
Private/Corporate Donations	
Monies from Fund Raising	
Volunteers @ \$5/hr	
Cash Value of Donated Goods (In-Kind)	
Cash Value of Donated Equipment (ex. computers)	
Monies received from Fellowships	
Monies received from Scholarships	
Staff Salaries	
Costs paid for with Program Income	
Cash Value of building being leased by ESG Subrecipient	
Total	\$ -

**ESG Regulations
§ 576.201 Matching Requirements**

(a) *Required amount of matching contributions.*

- (1) Except as provided under paragraphs (a)(2) and (a)(3) of this section, the recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD.
- (2) If the recipient is a State, the first \$100,000 of the fiscal year grant is not required to be matched. However, the recipient must transfer the benefit of this exception to its subrecipients that are least capable of providing the recipient with matching contributions.
- (3) This matching requirement does not apply if the recipient is a territory.

City of Austin Health and Human Services Department

(b) *Eligible sources of matching contributions.*

(1) Subject to the requirement for States under paragraph (a)(2) of this section, the recipient may require its subrecipients to make matching contributions consistent with this section to help meet the recipient's matching requirement.

(2) Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. However, the following requirements apply to matching contributions from a Federal source of funds:

(i) The recipient must ensure the laws governing any funds to be used as matching contributions do not prohibit those funds from being used to match Emergency Solutions Grant (ESG) funds.

(ii) If ESG funds are used to satisfy the matching requirements of another Federal program, then funding from that program may not be used to satisfy the matching requirements under this section.

(c) *Recognition of matching contributions.*

(1) In order to meet the matching requirement, the matching contributions must meet all requirements that apply to the ESG funds provided by HUD except for the expenditure limits in § 576.100.

(2) The matching contributions must be provided after the date that HUD signs the grant agreement.

(3) To count toward the required match for the recipient's fiscal year grant, cash contributions must be expended within the expenditure deadline in § 576.203, and noncash contributions must be made within the expenditure deadline in § 576.203.

(4) Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant.

(5) Contributions that have been or will be counted as satisfying a matching requirement of another Federal grant or award may not count as satisfying the matching requirement of this section.

(d) *Eligible types of matching contributions.*

The matching requirement may be met by one or both of the following:

(1) *Cash contributions.* Cash expended for allowable costs, as defined in OMB Circulars A-87 (2 CFR part 225) and A-122 (2 CFR part 230), of the recipient or subrecipient.

(2) *Noncash contributions.* The value of any real property, equipment, goods, or services contributed to the recipient's or subrecipient's ESG program, provided that if the recipient or subrecipient had to pay for them with grant funds, the costs would have been allowable. Noncash contributions may also include the purchase value of any donated building.

(e) *Calculating the amount of noncash contributions.*

(1) To determine the value of any donated material or building, or of any lease, the recipient must use a method reasonably calculated to establish the fair market value.

(2) Services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in the recipient's or subrecipient's organization. If the recipient or subrecipient does not have employees performing similar work, the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.

(3) Some noncash contributions are real property, equipment, goods, or services that, if the recipient or subrecipient had to pay for them with grant funds, the payments would have been indirect costs. Matching credit for these contributions must be given only if the recipient or subrecipient has established, along with its regular indirect cost rate, a special rate for allocating to individual projects or programs the value of those contributions.

(f) *Costs paid by program income.* Costs paid by program income shall count toward meeting the recipient's matching requirements, provided the costs are eligible ESG costs that supplement the recipient's ESG program.

City of Austin Health and Human Services Department

PROGRAM FUNDING SUMMARY

City of Austin

Please include all other funding sources included in this program's budget including match.

Funding Sources	Grant/Contract Name	Funding Period	Funding Amount
City of Austin			
City of Austin			
City of Austin			
Travis County			
Travis County			
Federal	City of Austin ESG Funds	10-01-2012 - 09-30-2014	\$ 215,835.00
Federal			
State			
State			
United Way			
Contributions			
Program			
Income/Fees			
Other (Specify)			
Other (Specify)			
Other (Specify)			

City of Austin Health and Human Services Department

Section 600: APPLICATION PREPARATION INSTRUCTIONS

Administrative and Fiscal Review Required

Applicants must have a current Administrative and Fiscal Review (AFR) on file with the Health and Human Services Department for evaluation. If an AFR is not on file, the Applicant must submit a complete AFR no later than the RFA Due Date and Time. The AFR shall be submitted separately from the Application, and may be reviewed separately from and prior to the opening of the Applications. An agency's Application will not be reviewed unless the agency has submitted an AFR. If your agency does not have an AFR on file, please contact Human Services Administration Unit at CityHS@austintexas.gov for a copy of the current document requirements.

Application Preparation Instructions

1. The Applicant must submit its application to HHSD in a sealed envelope labeled:
City of Austin HHSD
C/o Natasha Ponczek
Request for Applications #2012-002 ESG Rapid Rehousing Program
[NAME OF AGENCY]
Date and time submitted using the timestamp in the lobby of Building E
2. Application must be no longer than 10 pages, not including cover letter, signed certifications, and budget forms.
3. The Applicant must use Times New Roman font, no smaller than size 11. An original Application and three copies must be printed double-spaced on single-sided 8½ x 11 inch plain white paper. Do not submit booklets, pamphlets, or other bulky items. Do not use covers, card stock, staples, binders, notebooks, or dividers with tabs. Fasten the proposal with binder clips only.
4. The Application shall be organized in the following format and informational sequence. All pages shall be sequentially numbered with the agency and program name on each page.

Part A: One-page Executive Summary on agency stationary (not included in page limit) including:

- a. The name of the proposed program and the amount of funding requested.
- b. The name, address, email address and telephone number of the person in your organization authorized to negotiate contract terms and render binding decisions on contract matters.
- c. A brief summary of the proposed system concept and solution
- d. A statement that the Application is valid for a minimal period of one hundred and twenty (120) days subsequent to the RFA closing date.
- e. A statement of your compliance with all applicable rules and regulations of Federal, State and Local governing entities; and compliance with terms of this RFA.

Part B: Table of Contents

Part C: Required Attachments – completed forms #700, #800, #900, MOUs if necessary

Part D: Work Statement (ten-page limit)

Part E: Budget forms (editable forms are provided through CityHS@austintexas.gov)

City of Austin Health and Human Services Department

Due Date and Time

The Application must be submitted to HHSD no later than 12:00 PM, Wednesday, September 26, 2012. Late applications will NOT be accepted.

5. Exceptions

If any exceptions are taken to any portion of the Solicitation, the Applicant must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the Application. The failure to identify exceptions with a full explanation will constitute acceptance by the Applicant of the Solicitation as proposed by the City. The City reserves the right to reject an Application containing exceptions, additions, qualifications or conditions not called for in the Solicitation.

6. Application Preparation Costs

All costs directly or indirectly related to preparation of a response to the RFA or any oral presentation required to supplement and/or clarify an Application which may be required by the City shall be the sole responsibility of the Applicant.

City of Austin Health and Human Services Department

**City of Austin, Texas
Equal Employment/Fair Housing Office
700: NON-DISCRIMINATION CERTIFICATION (RFA)**

I hereby certify that our firm conforms to the City Code, TITLE 5, Chapter 5-4: Discrimination in Employment by City Contractors, § 5-4-2, Discriminatory Employment Practices Prohibited as reiterated below:

The Contractor has agreed:

- (1) Not to engage in any discriminatory employment practice defined in Chapter 5-4;
- (2) To take affirmative action to ensure that applicants are employed and that employees are treated during employment, without discrimination being practiced against them as defined in Chapter 5-4. Such affirmative action shall include, but not be limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rate of pay or other forms of compensation; and selection for training or any other terms, conditions, or privileges of employment;
- (3) To post in conspicuous places, available to the employees and applicants for employment, notices to be provided by the Equal Employment/Fair Housing Office setting forth the provision of Chapter 5-4;
- (4) To state in all Solicitations or advertisements for employees placed by or on behalf of the Contractor, that all qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, sexual orientation, gender identity, disability, sex or age;
- (5) To obtain a written statement from any labor union or labor organization furnishing labor or service to the Contractors in which such union or organization has agreed not to engage in any discriminatory employment practices as defined in Chapter 5-4 and to take affirmative action to implement the policies and provisions of that Chapter;
- (6) To cooperate fully with the City and the Equal Employment/Fair Housing Office in connection with any investigation or conciliation effort of the Equal Employment/Fair Housing Office to ensure that the purpose of the provisions against discriminatory employment practice is being carried out; and
- (7) To require that all subcontractors having 15 or more employees who hold any subcontract providing for the expenditure of \$2,000 or more in connection with any contract with the City subject to the terms of this chapter that they not engage in any discriminatory employment practice as defined Chapter 5-4.

Contractor's Name

Signature of Officer or Authorized Representative

Date

City of Austin Health and Human Services Department

NON-COLLUSION, NON-CONFLICT OF INTEREST, AND ANTI-LOBBYING AFFIDAVIT

**SOLICITATION NO. 2012-002
FOR
ESG Rapid Rehousing Program**

State of Texas

County of Travis

The undersigned “Affiant” is a duly authorized representative of the Offeror for the purpose of making this Affidavit, and, after being first duly sworn, has deposed and stated and hereby deposes and states, to the best of his or her personal knowledge and belief as follows:

The term “**Offeror**”, as used herein, includes the individual or business entity submitting the Offer and for the purpose of this Affidavit includes the directors, officers, partners, managers, members, principals, owners, agents, representatives, employees, other parties in interest of the Offeror, and anyone or any entity acting for or on behalf of the Offeror, including a subcontractor in connection with this Offer.

1. **Anti-Collusion Statement.** The Offeror has not in any way directly or indirectly:
 - a. colluded, conspired, or agreed with any other person, firm, corporation, Offeror or potential Offeror to the amount of this Offer or the terms or conditions of this Offer.
 - b. paid or agreed to pay any other person, firm, corporation Offeror or potential Offeror any money or anything of value in return for assistance in procuring or attempting to procure a contract or in return for establishing the prices in the attached Offer or the Offer of any other Offeror.
2. **Preparation of Solicitation and Contract Documents.** The Offeror has not received any compensation or a promise of compensation for participating in the preparation or development of the underlying Solicitation or Contract documents. In addition, the Offeror has not otherwise participated in the preparation or development of the underlying Solicitation or Contract documents, except to the extent of any comments or questions and responses in the solicitation process, which are available to all Offerors, so as to have an unfair advantage over other Offerors, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
3. **Participation in Decision Making Process.** The Offeror has not participated in the evaluation of Offers or other decision making process for this Solicitation, and, if Offeror is awarded a Contract hereunder, no individual, agent, representative, consultant, subcontractor, or subconsultant associated with Offeror, who may have been involved in the evaluation or other decision making process for this Solicitation, will have any direct or indirect financial interest in the Contract, provided that the Offeror may have provided relevant product or process information to a consultant in the normal course of its business.
4. **Present Knowledge.** Offeror is not presently aware of any potential or actual conflicts of interest regarding this Solicitation, which either enabled Offeror to obtain an advantage over other Offerors or would prevent Offeror from advancing the best interests of the City in the course of the performance of the Contract.
5. **City Code.** As provided in Sections 2-7-61 through 2-7-65 of the City Code, no individual with a substantial interest in Offeror is a City official or employee or is related to any City official or employee within the first or second degree of consanguinity or affinity.
6. **Chapter 176 Conflict of Interest Disclosure.** In accordance with Chapter 176 of the Texas Local Government Code, the Offeror:
 - a. does not have an employment or other business relationship with any local government officer of the City or a family member of that officer that results in the officer or family member receiving taxable income;
 - b. has not given a local government officer of the City one or more gifts, other than gifts of food, lodging, transportation, or entertainment accepted as a guest, that have an aggregate value of more than \$250 in the twelve month period preceding the date the officer becomes aware of the execution of the Contract or that OWNER is considering doing business with the Offeror.

City of Austin Health and Human Services Department

- c. as required by Chapter 176 of the Texas Local Government Code, Offeror must file a Conflict of Interest Questionnaire with the Office of the City Clerk no later than 5:00 P.M. on the seventh (7th) business day after the commencement of contract discussions or negotiations with the City or the submission of an Offer, or other writing related to a potential Contract with the City. The questionnaire is available on line at the following website for the City Clerk:

<http://www.austintexas.gov/department/conflict-interest-questionnaire>

There are statutory penalties for failure to comply with Chapter 176.

If the Offeror cannot affirmatively swear and subscribe to the forgoing statements, the Offeror shall provide a detailed written explanation in the space provided below or, as necessary, on separate pages to be annexed hereto.

- 7. **EXEMPT - Anti-Lobbying Ordinance.** As set forth in the Solicitation Instructions, Section 0200, paragraph 7N, between the date that the Solicitation was issued and the date of full execution of the Contract, Offeror has not made and will not make a representation to a City official or to a City employee, other than the Authorized Contact Person for the Solicitation, except as permitted by the Ordinance.

OFFEROR'S EXPLANATION:

Contractor's Name:

Printed Name:

Title

Signature of Officer or Authorized Representative: _____

Subscribed and sworn to before me this ____ day of _____, 20 ____.

Notary Public

My Commission Expires _____

City of Austin Health and Human Services Department

City of Austin, Texas

900: NON-SUSPENSION OR DEBARMENT CERTIFICATION

The City of Austin is prohibited from contracting with or making prime or sub-awards to parties that are suspended or debarred or whose principals are suspended or debarred from Federal, State, or City of Austin Contracts. Covered transactions include procurement contracts for goods or services equal to or in excess of \$25,000.00 and all non-procurement transactions. This certification is required for all Vendors on all City of Austin Contracts to be awarded and all contract extensions with values equal to or in excess of \$25,000.00 or more and all non-procurement transactions.

The Offeror hereby certifies that its firm and its principals are not currently suspended or debarred from bidding on any Federal, State, or City of Austin Contracts.

Contractor's Name:

Signature of
Officer or
Authorized
Representative:

Date:

Printed Name:

Title

City of Austin Health and Human Services Department

ATTACHMENT A:

INSURANCE REQUIREMENTS FOR CITY CONTRACTS

Contractor shall have, and shall require all Subcontractors of every tier providing services under this Contract to have, Standard Insurance meeting the General Requirements as set forth below and sufficient to cover the needs of Contractor and/or Subcontractor pursuant to applicable generally accepted business standards. Depending on services provided by Contractor and/or Subcontractor(s), Supplemental Insurance Requirements or Alternate Insurance Options shall be imposed as follows:

I. General Requirements Applicable to All Contractors' Insurance.

The following requirements (A-J) apply to the Contractor and to Subcontractor(s) of every tier performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- A. The minimum types and limits of insurance indicated below shall be maintained throughout the duration of the Contract.
- B. Insurance shall be written by companies licensed in the State of Texas with an A.M. Best rating of B+ VII or higher.
- C. Prior to commencing work under this Contract, the required insurance shall be in force as evidenced by a Certificate of Insurance issued by the writing agent or carrier. A copy of the Certificate of Insurance shall be forwarded to the Human Services Administration Unit upon request. Execution of this Contract will not occur until such evidence of insurance has been provided and accepted by the City.
- D. Certificates of Insurance shall include the endorsements outlined below and shall be submitted to the Human Services Administration Unit. The Certificate(s) shall show the City of Austin Contract number and all endorsements by number.
- E. Insurance required under this Contract which names City of Austin as Additional Insured shall be considered primary for all claims.
- F. Insurance limits shown below may be written as primary or structured using primary and excess or umbrella coverage that follows the form of the primary policy.
- G. City shall be entitled, upon its request and without expense, to receive certified copies of policies and endorsements.
- H. City reserves the right to review insurance requirements during any term of the Contract and to require that Contractor make reasonable adjustments when the scope of services has been expanded.
- I. Contractor shall not allow any insurance to be cancelled or lapse during any term of this Contract. Contractor shall not permit the minimum limits of coverage to erode or otherwise be reduced. Contractor shall be responsible for all premiums, deductibles and self-insured retention. All deductibles and self-insured retention shall be shown on the Certificates of Insurance.
- J. Insurance coverages specified in this Contract are not intended and will not be interpreted to limit the responsibility or liability of the Contractor or Subcontractor(s).
- K. The City will accept endorsements providing equivalent coverage if the insurance carrier does not use the specific endorsements indicated below.

II. Specific Requirements

The following requirements (II.A - II.D, inclusive) apply to the Contractor and to Subcontractor(s) of every tier performing services or activities pursuant to the terms of this Contract. Contractor acknowledges and agrees to the following concerning insurance requirements applicable to Contractor and Contractor's Subcontractor(s):

- A. Workers' Compensation and Employers' Liability Insurance

City of Austin Health and Human Services Department

1. Coverage shall be consistent with statutory benefits outlined in the Texas Workers' Compensation Act.
 2. Employers' Liability limits are
 - \$100,000 bodily injury each accident
 - \$100,000 bodily injury by disease
 - \$500,000 policy limit
 3. Policies under this Section shall apply to State of Texas and include the following endorsements in favor of City of Austin:
 - a. Waiver of Subrogation (Form 420304)
 - b. Thirty (30) day Notice of Cancellation (Form 420601)
- B. Commercial General Liability Insurance
1. Minimum limits:
 - \$500,000* combined single limit per occurrence for coverage A and B.
- *Supplemental Insurance Requirement
If eldercare, childcare, or housing for clients is provided, the required limits shall be: \$ 1,000,000 per occurrence
2. The Policy shall contain or be endorsed as follows:
 - a. Blanket Contractual liability for this Contract
 - b. Products and Completed Operations
 - c. Independent Contractor Coverage
 3. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form CG 2404)
 - b. Thirty (30) day Notice of Cancellation (Form CG 0205)
 - c. City of Austin named as additional insured (Form CG 2010)
 4. If care of a child is provided outside the presence of a legal guardian or parent, the Contractor shall provide coverage for sexual abuse and molestation for a minimum limit of \$500,000 per occurrence.
- C. The policy shall be endorsed to cover injury to a child while the child is in the care of the Contractor or Subcontractor.
- D. Business Automobile Liability Insurance
1. Minimum limits:
 - \$500,000 combined single limit per occurrence
 - a. If any form of transportation for clients is provided, coverage for all owned, non-owned, and hired vehicles shall be maintained with a combined single limit of \$1,000,000 per occurrence.
 - b. If no transportation services of any type are provided, and use of a motor vehicle is strictly limited to travel to and from work or work sites, evidence of Personal Auto Policy coverage with limits of: \$100,000/\$300,000/\$100,000 may be provided in lieu of Business Automobile Liability Insurance.
 2. The Policy shall also include the following endorsements or endorsements providing equivalent coverage in favor of City of Austin:
 - a. Waiver of Subrogation (Form TE 2046A)
 - b. Thirty (30) day Notice of Cancellation (Form TE 0202A)
 - c. City of Austin named as additional insured (Form TE 9901B)
- E. Professional Liability Insurance
Coverage shall be provided with a minimum limit of \$500,000 per claim to cover negligent acts, errors, or omissions arising out of Professional Services under this Contract.

City of Austin Health and Human Services Department

F. Blanket Crime Policy Insurance

If an advance against Contract Funds is requested or received in an amount greater than \$5,000, a Blanket Crime Policy shall be required with limits equal to or greater than the sum of all Contract Funds allocated by the City. Acceptance of alternative limits shall be approved by Risk Management.

G. Directors and Officers Insurance

Directors and Officers Insurance with a minimum of not less than \$1,000,000 per claim shall be in place for protection from claims arising out of negligent acts, errors or omissions for directors and officers while acting in their capacities as such. If coverage is underwritten on a claims-made basis, the retroactive date shall be coincident with or prior to the date of the Agreement and the certificate of insurance shall state that the coverage is claims made and the retroactive date. The coverage shall be continuous for the duration of the Agreement and for not less than twenty-four (24) months following the end of the Agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the Agreement or evidence of prior acts or an extended reporting period acceptable to the City may be provided. The Contractor shall, on at least an annual basis, provide the City with a certificate of insurance as evidence of such insurance.

H. Property Insurance

If the Contract provides funding for the purchase of property or equipment, the Contractor shall provide evidence of all risk property insurance for a value equivalent to the replacement cost of the property or equipment.

CITY OF AUSTIN HEALTH AND HUMAN SERVICES DEPARTMENT

**EMERGENCY SOLUTIONS GRANT (ESG)
ATTACHMENT B: HOMELESS ELIGIBILITY FORM**

ESG ELIGIBILITY CATEGORY: (check only one)

NOTE: Form is not complete unless the client and staff have signed the second side of document.

Category 1- Literally Homeless

- (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
- i. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 - ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, and local government programs); or
 - iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.

DOCUMENTATION REQUIRED IN HUD'S PREFERRED ORDER:

- 1) Third Party/Written:
If unsheltered: Written referral by of street outreach, law enforcement, EMS, or other shelter, homeless certification; or
If sheltered/exiting an institution: HMIS shelter stay record, homeless certification, referral from shelter services or other housing provider; or
- 2) Written observation by the intake staff worker; or
- 3) Self-Certification by the individual or head of household seeking assistance stating that s(he) was living on the streets or in shelter;
- 4) For individuals exiting an institution- one of the forms of evidence above and:
 - o Discharge paperwork or written/oral referral, or
 - o Written record of intake worker's due diligence to obtain evidence and certification by individual that they exited institution.

Category 2- Imminent Risk of Homelessness – Ineligible Category for Rapid Rehousing

- (2) Individual or family who will imminently lose their primary residence, provided that:
- i. Residence will be lost within 14 days of the date of application for homeless assistance;
 - ii. No subsequent residence has been identified; and
 - iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing.

DOCUMENTATION REQUIRED:

- A court order resulting from an eviction action notifying the individual or family that they must leave; or
- For individuals and families leaving a hotel or motel- evidence that they lack the financial resources to stay; or
- A documented and verified oral statement; and
 - o Certification that no subsequent residence has been identified; and
 - o Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.

N/A Category 3- Homeless Under Other Federal Statutes – Ineligible Category

Category 4- Fleeing/Attempting to Flee Domestic Violence

- (4) Any individual or family who:
- i. Is fleeing, or is attempting to flee domestic violence;
 - ii. Has no other residence; and
 - iii. Lacks the resources or support networks to obtain other permanent housing.

DOCUMENTATION REQUIRED:

- *For victim service providers:*
 - o An oral statement by the individual or head of household seeking assistance which states: they are fleeing they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.
- *For non-victim service providers:*
 - o Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; and
 - o Certification by the individual or head of household that no subsequent residence has been identified; and
 - o Self-certification or other written documentation that the individual lacks the financial resources and support necessary to obtain permanent housing.

NOTE IN JULY 2012: NEW REGULATIONS MAY CHANGE THE FOLLOWING SECTION.

DOES THIS CLIENT ALSO MEET THE FOLLOWING DEFINITION OF A CHRONICALLY HOMELESS PERSON?

The U.S. Department of Housing and Urban Development (HUD) defines a *chronically homeless* person as: "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more OR has had at least four (4) episodes of homelessness in the past three (3) years. A disabling condition is defined as 'a diagnosable substance use disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions.' In defining the chronically homeless, the term "homeless" means 'a person sleeping in a place not meant for human habitation (e.g., living on the streets) or in an emergency homeless shelter.' "

YES NO DON'T KNOW

If **YES**, then provide the client information requested below:

HOUSING HISTORY FOR CHRONICALLY HOMELESS PERSONS

MOST RECENT YEAR

Month/Year	Description of Homelessness

SECOND YEAR

Month/Year	Description of Homelessness

THIRD YEAR

Month/Year	Description of Homelessness

The above statement of my homeless status is true and complete.

CLIENT NAME (Printed)

CLIENT SIGNATURE

DATE

FOR INTAKE STAFF ONLY:

Verification Methods: Describe methods to obtain third party documentation (shelter records; outreach programs; medical services; law enforcement; etc.). Describe the outcome of the efforts to obtain documents.

The above statements regarding this client's ESG homeless eligibility is true and complete to the best of my knowledge. I have attempted to obtain third party documentation to the best of my ability.

INTAKE STAFF SIGNATURE

DATE