



EMERGENCY SOLUTIONS GRANT

SUBRECIPIENT RFP Application Workshop

City of New Bedford
Department of Planning, Housing & Community Development





AGENDA

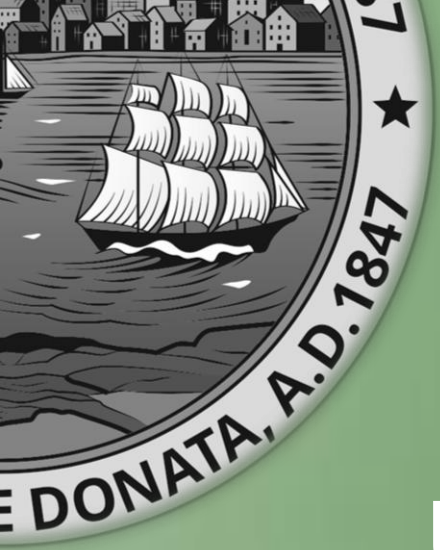
- Request for Proposal (RFP) Application
- ESG Program Basics
 - Goals
 - ESG Objectives
 - Eligible Uses
- Match Requirement
- Goals, Outputs & Performance Evaluation
 - Performance Evaluation
 - Evaluation Criteria
 - Budgets
- Application Requirements
- Program Year Requirements
- Contacts

ESG

**SUBRECIPIENT
RFP
Application
Workshop**

City of New Bedford
Department of Planning, Housing
& Community Development





UNDERSTANDING *the* REQUEST FOR PROPOSAL APPLICATION





UNDERSTANDING the RFP APPLICATION PROCESS

What is the Request for Proposal and Application Process?

- ✓ The city is the recipient of federal ESG funding.
- ✓ The RFP process is the first phase of the application process for agencies interested in applying for ESG funding for projects beginning implementation on July 1, 2016 – June 30, 2017.
- ✓ All applicants must complete and submit an RFP in order to be considered for funding.





UNDERSTANDING the RFP APPLICATION PROCESS

What is the Request for Proposal and Application Process?

- ✓ Applications are available in a fillable WORD format on city's web site at: www.newbedford-ma.gov/community-development/
- ✓ February 12, 2016 at 12pm: All Applications are due; late applications will *not* be accepted.
- ✓ February 12th – March 17, 2016: City review period.
- ✓ March 18th – April 25th 2016: Draft Action Plan 30 Day Public Comment Period
- ✓ April 28, 2016: Submittal to City Council for Approval
- ✓ May 2, 2016: Submission of Final Action Plan 2016 to HUD
- ✓ AWARD ANNOUNCEMENTS JUNE 2016!





ESG PROGRAM BASICS





ESG PROGRAM BASICS

ESG BASIC INFORMATION

- ✓ Administered by the US Department of Housing and Urban Development.
- ✓ Cities, states and some counties are eligible to receive ESG funds from HUD.





ESG PROGRAM BASICS

WHAT IS THE OBJECTIVE OF THE ESG PROGRAM?

The stated objectives of the ESG Program are to “increase the number and quality of emergency shelters and transitional housing facilities for homeless individuals and families, to operate these facilities and provide essential social services, and to help prevent homelessness.”



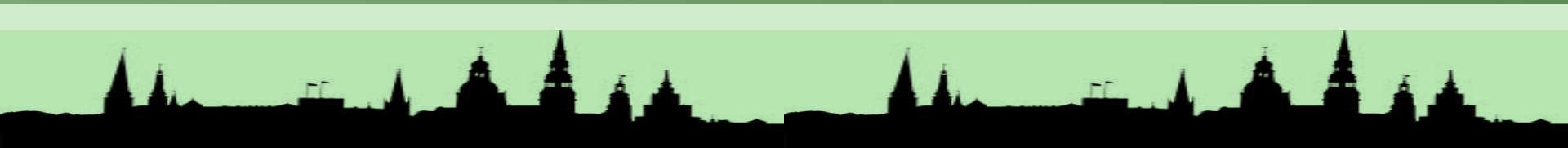


ESG PROGRAM BASICS

WHAT IS THE OBJECTIVE OF THE ESG PROGRAM?

ESG is designed to broaden existing emergency shelter and homelessness prevention activities, emphasize rapid re-housing, and help people quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

ESG funds may be used for street outreach, emergency shelter services, homelessness prevention, rapid re-housing assistance and the Homeless Management Information System (HMIS).





ESG PROGRAM BASICS

WHAT ARE SOME ELIGIBLE ESG ACITIVITIES?

- ✓ Street Outreach;
- ✓ Emergency Shelter;
- ✓ Homeless Prevention;
- ✓ Rapid Re-Housing Assistance; and
- ✓ Homeless Management Information System (HMIS).





ESG PROGRAM BASICS

STREET OUTREACH

✓ Eligible activities for street outreach include:

- Engagement;
- Case Management;
- Emergency Health Services;
- Mental Health Services;
- Transportation; and
- Services for Special Populations.





ESG PROGRAM BASICS

EMERGENCY SHELTER

- ✓ Eligible activities for emergency shelter include the same essential services as street outreach.
- ✓ Also include shelter activities such as renovations and operations of facilities.
- ✓ Combined street outreach and emergency shelter expenditures cannot exceed 60% of the fiscal year's total ESG Grant Award.





ESG PROGRAM BASICS

HOMELESS PREVENTION

- ✓ Funds can be used to prevent an individual or family from becoming homeless.
- ✓ Help an individual or family regain stability in current housing or other permanent housing.
- ✓ Eligible activities include:
 - Housing Relocation and Stabilization Services.
 - Medium-term rental assistance for those who are at risk of becoming homeless.





ESG PROGRAM BASICS

RAPID RE-HOUSING

- ✓ Eligible activities include:
 - Housing Relocation and Stabilization Services.
 - Medium-term rental assistance for those who are at literally homeless.





ESG PROGRAM BASICS

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

- ✓ The City of New Bedford is the HMIS lead agency for the
- ✓ New Bedford Continuum of Care.

- ✓ Subrecipients of ESG Grant Awards are required to
- ✓ participate in the city's approved HMIS system.

- ✓ Other eligible HMIS activities include:
 - HMIS data entry and reporting;
 - Attending HMIS Training;
 - Computer Hardware; and
 - Software related to HMIS.





ESG MATCH REQUIREMENTS





ESG MATCH REQUIREMENTS

MATCH REQUIREMENTS

- ✓ Organizations must match ESG funds with a minimum of 100% from non-ESG sources.
- ✓ Matching funds must be provided after the date of the grant award.
- ✓ Funds used to match a previous ESG activity may not be used to match a subsequent grant award.





ESG MATCH REQUIREMENTS

MATCH REQUIREMENTS

- ✓ The following sources of funds can be used as a match:
 - Cash;
 - The value or fair rental value of any donated materials or building;
 - The value of any lease on a building;
 - Any salary paid to staff to carry out the program; and
 - The value of the time and services contributed by volunteers to carry out the program.

- ✓ NOTE: Volunteers providing professional services such as medical or legal services are valued at the reasonable and customary rate in the community.





GOALS, OUTPUTS AND PERFORMANCE EVALUATION





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS PERFORMANCE EVALUATION?

- ✓ NEEDS STATEMENT: A basic description of the need for your program and/or service.
- ✓ PROJECT GOAL: What can reasonably be achieved.
- ✓ PROPOSED ACTIVITY / DESCRIPTION:
 - Describes what the project will do, how it will implemented, operated and administered.
 - Very important that the summary accurately describes the activities.





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS PERFORMANCE EVALUATION?

✓ OUTPUTS / ACCOMPLISHMENTS:

- The number of people served by the activity.
- Be realistic and don't overpromise.
- Must be unduplicated numbers of people served.

✓ OUTCOMES: Identify and describe one or more measurable project outcome consistent with Consolidated Plan.

✓ Complete Project Outcome Worksheet.





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

QUALITY OF PROGRAM DESIGN – 25 POINTS

- Does the proposed program / project comply with the overall regulations, goals and objectives of the ESG Program?
- Does the application include a demonstration of unmet need?
- Is the application proposal consistent with the needs and priorities of the New Bedford Consolidated Plan?
- Overall program merit including coordination with existing services (non-duplication) and evidence of community support.





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

PROPOSED ACCOMPLISHMENTS – 25 POINTS

- Are the program activities and goals clearly defined?
- Are there meaningful outcomes and outputs for the proposed program activities?
- Does the proposed program / project take into consideration the collaboration or resources with other public and/or private development effort to be more effective and efficient?





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

CAPACITY & EXPERIENCE – 25 POINTS

- Does the organization have the experience and staff qualifications to meet their intended program goals? Does the organization have the financial capacity and internal controls to ensure it compliance with standard fiscal practices to ensure its ongoing sustainability?
- Has the organization demonstrated past experience in implementing and complying with federal regulations?
- Has the organization demonstrated an ability to deliver their service?



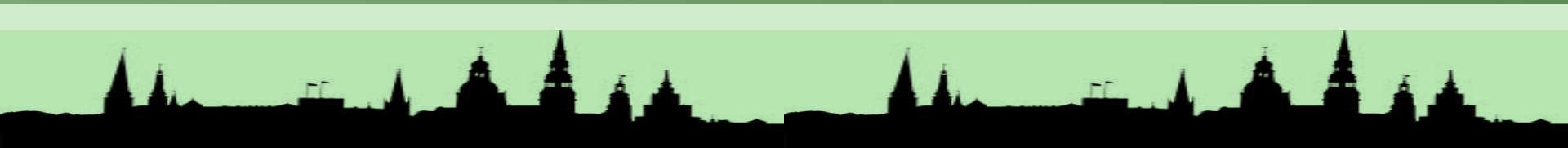


GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

FINANCIAL ADMINISTRATION – 25 POINTS

- Does the organization have the qualified staff to oversee financial operations?
- Does the agency expend previous funding in a timely manner, and have previous funding allocations been expended within the program year?
- Does the agency have any outstanding financial concerns or findings?





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT ABOUT THE PROJECT BUDGET?

COMPONENTS OF YOUR BUDGET

- Identify all sources - attach commitments or other evidence.
- Identify source of leveraged funds.
- Complete the Budget Category Breakdown – Be sure to Itemize.
- Complete Staff Salary Budget – Include Job Descriptions.
- Overall Agency Budget.





APPLICATION REQUIRMENTS





APPLICATION REQUIREMENTS

WHEN ARE REQUEST FOR PROPOSALS DUE AGAIN?

- ✓ All Applications are due on: Friday, February 12, 2016 @ 12:00pm.
- ✓ Applicants must provide seven copies of their completed applications that are 3-hole punched and clipped (not bound).
- ✓ Late or incomplete Applications WILL NOT be accepted.
- ✓ Application are available in fill able WORD format on city's web site:
www.newbedford-ma.gov/community-development/





APPLICATION REQUIREMENTS

OVERALL RFP REQUIREMENTS?

- ✓ Be sure to completely fill out each section of the application.
- ✓ Briefly describe your proposed project.
- ✓ Check appropriate National Objective and Activity.
- ✓ Understand impact on Five –Year Consolidated Plan.
- ✓ Review Consolidated Plan priorities to see if proposal is aligned.
- ✓ Special emphasis will be given to proposal meeting a need.





APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

FINANCIAL STATEMENTS:

- ✓ > \$500,000 – Requires most recent audited financial statements.
- ✓ < \$500,000 – Requires up-to-date balance sheet income & expense statement.
- ✓ Articles of Incorporation – 501 c3 designation.
- ✓ Listing of Current Board of Directors.
- ✓ Executed Signature Authorization Form.
- ✓ Obtain DUNS Number .





APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

- ✓ All questions must be completed (including the performance evaluation criteria and budget sections).
- ✓ Only the original copy must include the requested supporting documentation such as the articles of incorporation and current list of your board or Directors.





APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP!

- ✓ Organization Capacity:
 - Staff qualification & Experience.

- ✓ Program Design:
 - Purpose and need for the proposed project.

 - Target population (i.e. Families with children, Chronically Mentally Ill, etc.).

 - Provide information on the types of services that will be offered and how they will be provided.

 - Coordination of intake and referral procedures with other services providers.



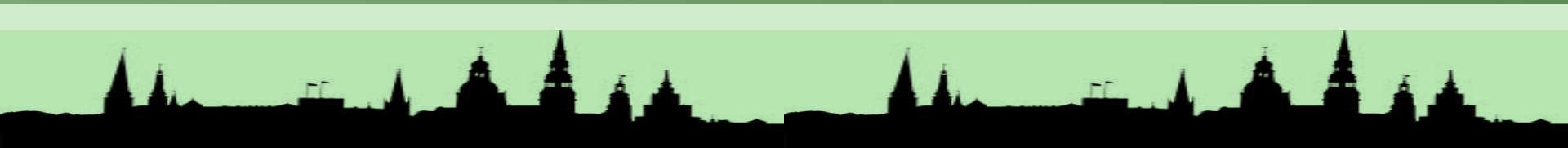


APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP

✓ Additional Questions:

- Does your program collaborate with the City of New Bedford Continuum of Care, through the Homeless Service Providers' Network (HSPN)?
- State how your organization will involve at least one homeless or formerly homeless person(s) in a **policy-making** function with the organization.





APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP!

- ✓ Financial Capacity
 - Staff Qualifications and Fiscal Capacity.
 - Identify the person(s) responsible for program and financial management of the activity.
 - Describe experience and qualification, including all other persons involved in the activity.
 - Does the applicant have any past obligations with any other funding source(s)?





APPLICATION REQUIREMENTS

IMPORTANT QUESTIONS RELATED TO THE RFP

✓ Financial Capacity

- In the past three years, has the agency had an Internal Revenue Service (IRS) or State levy?
- If so, is the agency on a repayment schedule? How was the matter resolved?
- Did the applicant agency fully expend the three most recent grants? In not, why not, and how much was not expended?





PROGRAM YEAR REQUIREMENTS





PROGRAM YEAR REQUIREMENTS

WHAT HAPPENS IF YOU ARE SELECTED FOR FUNDING?

- ✓ All Agreements will run from July 1, 2016 to June 30, 2017.
- ✓ Agreements will have a scope of work and a budget that you will need to adhere to.
- ✓ The city will reimburse on a monthly basis.





PROGRAM YEAR REQUIREMENTS

WHAT ARE SOME REQUIRED REPORTS?

- ✓ QUARTERLY DEMOGRAPHICS: Summary report that has a breakdown of the demographics of people served.
- ✓ QUARTERLY NARRATIVE REPORT: A summary narrative report about how the subrecipient is or is not achieving their stated goals, objectives and outputs.
- ✓ MONTHLY INVOCIES: Detailed description of funds spent with backup documentation.
- ✓ IMPORTANT: All files on ESG related funds and requirements must be maintained for a minimum of 5 Years from the end of the program year.





PROGRAM YEAR REQUIREMENTS

TECHNICAL ASSISTANCE WORKSHOP?

- ✓ Prior to the start of the program year, all successful applicants are required to attend an orientation or technical assistance workshop.

- ✓ The following issues will be discussed:
 - Understanding your Subrecipient Agreements.
 - Performance & Outcome Measurements.
 - Quarterly Reporting Requirements.
 - Reimbursement Process.
 - Budget / Amendment Process.
 - Procurement.
 - Annual Monitoring.





CONTACTS





ESG

SUBRECIPIENT RFP

Application Workshop

City of New Bedford
Department of Planning, Housing
& Community Development

Joseph Maia

Grants Compliance Coordinator

Program Questions

Jose.maia@newbedford-ma.gov

Rob Tetrault

Finance Manager

Finance Questions

RTetrault@newbedford-ma.gov

Gisele Gonsalves

Office Manager

General Questions

GiselleG@newbedford-ma.gov

Patrick J. Sullivan, Director

PatrickS@newbedford-ma.gov

PHONE: 508 979-1500

FAX: 508 979-1575

WEBSITE: www.newbedford-ma.gov





EMERGENCY SOLUTIONS GRANT RFP Application Workshop

City of New Bedford
Department of Planning, Housing & Community Development

