

OFFICE OF HOUSING
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SPRINGFIELD, MA 01103
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SPRINGFIELD, MASSACHUSETTS
OFFICE OF HOUSING

Request for Proposals

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM FUNDS

FOR PROGRAM YEAR: JULY 1, 2014-JUNE 30, 2015

RELEASED: APRIL 18, 2014

PROPOSALS MUST BE RECEIVED BY
MONDAY, MAY 12, 2014
2:00 PM

Questions regarding the RFP may be submitted to gmccafferty@springfieldcityhall.com
no later than 4:00 pm Monday, April 28, 2014.
Responses to questions will be posted on the City's website www.springfieldcityhall.com Friday,
May 2, 2014 by 4:00 pm.

EMERGENCY SOLUTIONS GRANT PROGRAM

Application Information

Introduction

Emergency Solutions Grant (ESG) Program funds received by the City of Springfield from the U.S. Department of Housing and Urban Development (HUD) will support programs aligned with the City's 10-year plan to end homelessness and the Hampden County Continuum of Care (CoC) strategic plan during the program year running from July 1, 2014 through June 30, 2015. Springfield's FY14 ESG allocation is \$305,439.

The City of Springfield's ESG Program Priorities

Springfield's FY14 ESG priorities include:

- Prevention/diversion for households at *imminent* risk of homelessness;
- Rapid rehousing services for homeless households; and
- Operating support for established emergency shelter programs.

The City of Springfield is using legislative and HUD guidance governing the ESG program as well as the City of Springfield's priorities for homeless programs and initiatives. In evaluating program proposals and the program performance of funded projects, the City will collaborate with the Hampden County CoC. The City will exercise final decision-making authority regarding all proposals submitted for consideration under this RFP.

HUD guidance makes clear that ESG entitlement funds are to be used to benefit people who live in the entitlement community. Therefore, please note that these funds must be used to assist households that have a connection to Springfield, which may include:

- Currently homeless in Springfield;
- Employed in Springfield; or
- Using rapid rehousing funds to move into housing located in Springfield.

Eligible Applicants

Private nonprofit organizations, in accordance with 42 U.S.C. §11373(c).

Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed activities. Applicants must be able to meet other requirements relative to the ESG program, including those specified in Appendix A to this RFP.

Faith-based organizations, like all organizations receiving HUD funds, must serve all eligible beneficiaries without regard to religion.

Eligible Categories of Funding

Eligible ESG activities and applicable limitations are as follows:

1. **Rental Assistance.** Provision of rental assistance to provide short-term or medium-term housing to homeless individuals (**rapid rehousing**) or families or individuals at risk of homelessness (**homelessness prevention**). Such rental assistance may include tenant-based or project-based rental assistance.
2. **Housing Relocation or Stabilization Services** for homeless individuals or families or individuals or families at imminent risk of homelessness, including housing search, mediation or outreach to property owners, legal services, credit repair, providing security or utility deposits, utility payments, rental assistance for final month at a location, assistance with moving costs, or other activities that are effective at (A) stabilizing individuals and families in their current housing (**homelessness prevention**); or (B) quickly moving such individuals and families to other permanent housing (**rapid rehousing**).
3. **Operating costs.** Maintenance, operation, insurance, provision of utilities, and provision of furnishings related to emergency shelter. The City will consider proposals for operating costs for which there is demonstrated need that is above and beyond that which is being funded by the Commonwealth of Massachusetts. The City will not provide operating costs for newly-developed shelters. **The City has allocated \$70,000 for the FY13 year for emergency shelter operating costs.**
4. Federal law allows ESG funds to be used for the provision of essential services related to emergency shelter or outreach, including services concerned with employment, health, education, family support services for homeless youth, substance abuse services, victim services, or mental health services. The City of Springfield will not allocate any ESG funds for this use in FY14.
5. Federal law allows ESG funds to be used for the renovation, major rehabilitation, or conversion of buildings to be used as emergency shelters. The City of Springfield will not allocate any ESG funds for this use in FY14.

Summary of Eligible Activities

Homelessness Prevention Activities	
Direct Financial Assistance	Housing Relocation and Stabilization Services
<ul style="list-style-type: none"> • Rent arrearages (up to 6 months) • Utility arrearages • Short-term or medium-term rental assistance 	<ul style="list-style-type: none"> • Housing stability case management • Housing search and placement • Mediation or legal services

Rapid Re-Housing Activities	
Direct Financial Assistance	Housing Relocation and Stabilization Services
<ul style="list-style-type: none"> • First/last months' rent • Security deposit • Utility deposit • Moving costs • Short-term (up to 3 months) or medium-term rental assistance (up to 12 months) • Rental application Fees 	<ul style="list-style-type: none"> • Housing stability case management • Housing search and placement

Emergency Shelter Operations	
Operating Expenses	
<ul style="list-style-type: none"> • Operations • Maintenance • Insurance 	<ul style="list-style-type: none"> • Utilities • Furnishings

Area-Wide System Coordination

ESG rules require that the City and its ESG grant recipients coordinate efforts. ESG subrecipients are required to participate in the Hampden County Continuum of Care.

ESG subrecipients are required to participate in coordinated assessment.

The CoC is currently refining screening tools and protocols, which will be in place by the time of grant awards. **For FY14, subrecipients will only be permitted to provide rapid rehousing assistance to households that have been screened using a local version of the Vulnerability Index & Service Prioritization Decision Assistance Tool (VI-SPDAT) – Prescreen.** While this may not reflect the final version that will be used, a sample of the VI_SPDAT prescreen tool is available at online at http://100khomes.org/sites/default/files/VI-SPDAT%20Final%20PDF%20Version%20-%20December%202013_0.pdf. Training will be provided regarding screening tools.

The City will require ESG subrecipients to adhere to common written standards which are detailed below. Written standards may be subject to change for future years' funding.

Springfield CoC Common Written Standards for ESG

a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance.

- Eligibility must be determined using a common assessment tool.
- Must be currently homeless or at risk of homelessness as defined in 24 CFR § 576.2.¹
- Case files must include a completed eligibility form and certification (which meets HUD specifications) that the household meets the eligibility criteria.
- For households meeting the definition of “at risk of homelessness”, case files must include all documentation required by 24 CFR § 576.500.
- For each individual and family determined ineligible to receive ESG assistance, the record must include documentation of the reason for that determination.
- Records must be kept for each program participant that document: the services and assistance provided to that program participant; compliance with requirements under 24 CFR §§ 576.101-106, 576.401 (a) and (b), and 576.401 (d) and (e); and, where applicable, compliance with the termination of assistance requirement in § 576.402.

¹ § 576.2 Definitions.

At risk of homelessness means: (1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or
- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- **Eligible Uses of Funds:** Funds may be used for security deposit, last months' rent, utility payments/deposits, moving cost assistance, and short-term or medium-term rental assistance (including first months' rent). Funds may not be used to pay eviction court costs, even where payment of these costs is part of an agreement to preserve a tenancy. Funds may be paid only to a third-party provider; they may not be provided directly to the person applying for assistance. Funds may be used for a Springfield-connected household to move outside of Springfield.
- b. Policies and procedures for coordination among emergency shelter providers, essential service providers, homelessness prevention and other homeless assistance providers, and mainstream service and housing providers.**
- Providers of ESG prevention/diversion and rapid rehousing assistance must:
 - a. make assistance available to all eligible Springfield households without regard to what agency provides shelter to the household;
 - b. provide clear guidance to other Springfield providers about eligibility requirements and how to access assistance; and
 - c. undertake targeted outreach to providers who serve victims of domestic violence, and create clear pathways for their clients to access assistance.
- c. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families will receive rapid re-housing assistance.**
- Assistance may be provided only to households with income at or below 30% of area median income;
 - Rapid rehousing assistance may be provided only where the CoC's common eligibility assessment tool (the VI-SPDAT) indicates that the household is appropriate for rapid rehousing assistance.
 - Prevention funds may be provided only where:
 - a. there is a pending eviction case filed in court;
 - b. the agreement to pay funds would be included in a court judgment which preserves the tenancy; and
 - c. the landlord verifies that the tenant will be able to continue the tenancy on an ongoing basis.
- d. Standards for determining the share of rent and utilities costs that each program participant must pay, if any, while receiving homelessness prevention or rapid rehousing assistance.**

- Program participants must pay a minimum of 30% of adjusted income for monthly rent, with the exception of the first months' rent, for which ESG can pay up to the full amount.
- e. **Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of assistance will be adjusted over time.**
- Households may receive rapid rehousing assistance in three-month increments. A household will initially be provided an initial 3 months of assistance. A new evaluation must be conducted to determine if the household will be provided an initial three months' assistance. Each increment requires a new evaluation.
- f. **Standards for determining the type, amount and duration of housing stabilization and/or relocation services to provide a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant may receive, such as maximum amount of assistance, maximum number of months the program participant receives assistance; or the maximum number of times the program participant may receive assistance.**
- The ESG program will not pay more than a total of 12 months rental assistance for any program participant, and will not pay for more than 6 months of arrears.
 - Program participants may not receive assistance more than one in any 12-month period.

Match Requirement

ESG funds have a mandatory dollar for dollar match requirement. When completing the budget, the ESG request may not exceed 50% of total project cost. The match must be a non-ESG source, and the budget must list the sources and amounts of match funds.

Applicants chosen for funding will be required to certify its compliance with the match requirement.

Participation of Homeless Individuals

Recipients of ESG funds must, to the maximum extent possible, involve, through employment, volunteer services or otherwise, homeless individuals and families in maintaining and operating facilities and in providing services.

Recipients of ESG funds must provide for participation of at least one homeless individual or former homeless individual on the board of directors or other equivalent policymaking entity of

such recipient, or, if this is not possible, must explain why it is not possible and what substitute methods will be used to secure meaningful participation in policymaking for the program.

Required HMIS Participation

ESG recipients are **required** to participate in the City's Homeless Management Information System (HMIS). The only exception to this requirement is for those organizations which have a primary purpose of serving victims of domestic violence. These organizations are excluded by HUD from HMIS participation. However, each such organization must provide and collect the HUD-required data elements in a system which will allow it to produce HUD-required data.

Application Process

The RFP will be available for distribution starting April 18, 2014 at the Office of Housing, 1600 E. Columbus Ave., Springfield, Monday through Friday, 8:30 a.m. to 4:00 p.m. Upon request to gmccafferty@springfieldcityhall.com, the application form is available electronically.

Please prepare the application neatly and concisely. Please submit 1 Original Application and 4 Copies. Program proposals must be received by the City of Springfield on or before 2:00 pm on Monday May 12, 2014 at the Office Housing, 1600 E. Columbus Ave., Springfield, MA 01103.

No funding obligations shall be implied based on the information in this solicitation of ESG project proposals. The City of Springfield reserves the right to accept any proposal or reject any and all proposals on such basis as may be deemed to be in its best interest.

Please note that: 1) Deadlines are firm; 2) It is the sole responsibility of the applicant to ensure that the deadlines are met; and 3) Proposals delayed for any reason including but not limited to delivery problems associated with the United States Postal Service, messenger services or overnight courier services, will be considered late and will not be accepted.

The City of Springfield reserves the right to:

- Determine which program category will be used to fund specific proposals.
- Determine the source of funding to be utilized
- Negotiate and award contracts
- Reject any or all submittals
- Offer less than the requested amount

The following pages list points to be awarded in grant review.

ESG Grant Review Scoring Factor	Maximum Points
Program Design (Maximum 50 points)	
Targeting/Population to be served. Higher points awarded for projects serving people who are actually homeless, or, if the project serves people who are imminently homeless, the applicant demonstrates it will use a method of targeting which has a high likelihood of identifying participants who will become homeless if they do not receive assistance.	8
Degree to which program will contribute toward reduction of homelessness, or the shelter emphasizes housing-oriented solutions to homelessness.	8
Number of unduplicated persons served (in proportion to size of grant).	6
Degree to which the program or agency contributes to a single point of entry for persons seeking services—either for the population as a whole or a particular sub-set of the population.	8
<i>For programs providing rental assistance or housing relocation/stabilization services</i> , evidence of effective collaboration with other agencies in operation of this program (for example: agency allows other organizations to determine eligibility; or one organization administers rental assistance for another organization which provides case management.) Effective collaboration draws upon each individual agency’s strengths. No points awarded for this section where the only ‘collaboration’ listed is referrals to other agencies.	10
<i>For agencies seeking funds for shelter operations</i> : evidence that organization assists with rapid rehousing for guests, either through its own programs or through partnerships with other organizations. Referral to other agencies, without additional engagement, will not count for points for this criteria.	10
Organizational Capacity (Maximum 25 points)	
Experience operating an ESG or HPRP program.	2
Experience operating homelessness prevention and rapid rehousing programs (other than ESG and HPRP).	2
Experience using HMIS and evidence of high data quality	5
Evidence of involvement by homeless persons in maintaining and operating facilities and in providing services.	3
Evidence of at least one homeless/formerly homeless individual on Board of Directors or other policy-making board.	3
Experience managing homelessness or housing programs by key management staff. Key management staff includes the organization’s Executive Director, Chief Financial Officer, and directors of homeless assistance programs.	5
Active participation in the Springfield Continuum of Care and the Western Massachusetts Network to End Homelessness.	5

Measuring Effectiveness (Maximum 15 points)		
	Evidence that applicant collects, reviews and analyzes data to determine effectiveness of its own programs.	8
	Evidence that the applicant's programs result in success in moving participants to permanent housing (including permanent supportive housing); result in success in participants' housing stability; and/or result in success in increasing program participants' income, especially income from employment.	7
Community Need (Maximum 10 points)		
	The relative need for the applicant's proposed services as indicated by the Springfield 2013 or 2014 point-in-time count.	10
Past Grant Management (Points will be deducted for existing grant management issues) (Maximum -10 points)		
	Timeliness of reports and responding to City requests for information.	-10
Budget and Match Tables (Points will be deducted for errors and omissions) (Maximum -10 points)		
	A detailed budget description with line items and the basis of cost for the categories: Rental Assistance, Housing Relocation/Stabilization Services, and Operating Costs.	-5
	A detailed Match Table with a brief description and documentation of the source of match for all resources.	-5

APPENDIX A: OTHER AGREEMENT REQUIREMENTS

OMB Circulars

The ESG regulations that list the OMB Circulars and other documents that guide ESG compliance (regarding applicability of uniform administrative requirements) may found at: <http://www.access.gop.gov/nara/crf/waisdx0424crf57604.html>.

The Circulars listed in this section of the ESG regulations may be accessed via the following link to the OMB website: <http://www.whitehouse.gov/omb/circulars>.

In addition to complying with the above rules and regulations, submitting forms and attachments required as part of the RFP, and complying with the requirements laid out in the text of the RFP, organizations entering into contracts for programs selected pursuant to this RFP will also be required to submit the following items (at the time of contracting):

- By-Laws
- Articles of Organization
- Minutes of Board of Directors meeting authorizing application for funds
- Completed Vote of Corporation Authorizing Execution of form
- Notarized Tax Certification Affidavit
- Conflict of Interest Form
- Debarment Certificate
- Federal Tax Exemption Determination Letter
- Corporate Certificate
- National Objective Compliance Form
- EEO, Fair Housing and Drug Policies
- Collaboration Agreement(s) (if applicable)
- Certificates or policies of worker's compensation, general liability, automobile liability (including non-ownership and hired vehicles) and property damage insurance satisfactory to the City, in compliance with the law and in form and amount sufficient to protect the City.

Unless the City determines otherwise, each certificate or policy shall carry the provision that the insurance shall not be canceled or reduced without the prior notice to the Office of Housing of the City of Springfield. All the insurance required by this paragraph shall be and shall remain in full force and effect for the entire year, and **THE CITY SHALL BE NAMED AS AN ADDITIONAL INSURED UNDER SUCH INSURANCE**, which shall contain a stipulation that the insurance provided shall not terminate, lapse or otherwise expire, prior to thirty (30) days written notice to that effect, given by the insurance carrier to the City, and that the insurance carrier will not

invoke the defense of performance of governmental function of the provider in performing their work with the City.

The minimum limits Liability Coverage shall be as follows unless determined otherwise by the City at its sole discretion:

1. Comprehensive General Liability, including Premises and Operations, Elevator Liability, Provider's Protective Liability, Products Liability including completed Operations Coverage; and Contractual Liability for the contract:

Limits \$1,000,000/\$2,000,000

2. Comprehensive Automobile Liability, including all owned Automobiles; Non-Owned automobiles; Hired Car Coverage (where applicable):

Limits: \$500,000/\$1,000,000 (per occurrence/annual aggregate)

3. Workers Compensation, including Employer's Liability:

Limits: Statutory

Employer's Liability: \$100,000

Before an agreement is executed pursuant to proposals submitted through this RFP, all program sponsors will also be required to demonstrate:

- An understanding and adherence to all applicable federal guidelines, all state and local guidelines, statutes and regulations, and that the organization is in good standing with HUD, the state, and the City (no unaddressed HUD findings or audit findings), and has not outstanding violations, taxes or penalties. (A completed and notarized tax payment certification form, conflict of interest form and a debarment certificate are required attachments to RFP responses).
- Provision of equal access to directly funded services for all eligible individuals regardless of race, color, religion, sex, age, national origin, familial status, sexual orientation, or handicap.
- Establishment and maintenance of program records in conformity with HUD and Office of Community Development requirements. All records must be available for regular monitoring by OCD or HUD and ensure the maintenance of client confidentiality through appropriate standards and practices.
- Capacity to operate their programs for a minimum of 8 weeks from July 1, 2013 until said grant reimbursement funds become available for distribution.

City of Springfield Emergency Solutions Grant Program

2014 Application

A. Applicant Information

Organization _____

Federal Tax ID# _____

Address: _____

Contact Person: _____

Telephone number _____ Fax _____

Email address: _____

B. Brief Project Description

C. Eligible Activity Category. Submit a separate application for each category for which you are applying.

____ Rental Assistance (Direct financial assistance) AND/OR Housing Relocation and Stabilization Services (staff)

____ Operating Costs for Existing Shelter

D. ESG Request: \$ _____

E. New Initiative: ____ Yes ____ No

Sign below. Proposals with an unsigned cover sheet may be disqualified.

I certify that, to the best of my knowledge, information regarding the proposal reflects accurate data regarding need and estimate of planned services. The proposal was considered and approved by the Board of Directors on _____ (date). By signing this application, the undersigned offers and agrees, if the proposal is selected, to furnish the services for which the prices are quoted, subject to final negotiation.

Authorized Signer

Date

Print Name

Title

1. PROGRAM DESCRIPTION – (750 word maximum)

Describe the program to be funded with this grant. This section should include:

- A brief program description (several sentences);
- Population to be served, and any targeting to be done;
- Means of determining eligibility for the program and, if the program will serve people at imminent risk of homelessness, the criteria used to make this determination (please note that the fact that someone is being evicted *by itself*, does not indicate imminent homelessness; there must be some other analysis or evidence indicating imminent homelessness);
- Number of unduplicated households proposed to be served at a point-in-time and over the course of the grant;
- Description of how this program encourages or uses a single point of entry; and
- Description of partnering organizations and the nature of collaborative arrangements between organizations;

If you are applying under the category of Shelter Operating Costs, please also list: 1) each contract you have with the Commonwealth of Massachusetts to provide emergency shelter or domestic violence shelter beds; 2) the agency with which you have the contract; and 3) the number of beds funded under that contract. State the number of additional beds you propose to provide with City of Springfield ESG funds.

If you are applying under the categories of Rental Assistance or Housing Relocation and Stabilization Services, you must complete FORM A “Scope of Services” to identify which need(s) your proposal seeks to address and to detail the anticipated outputs and outcomes of the proposed program. Fill out the Columns 4, 5, 6 and 7. ***For the category of Shelter Operations, you do not need to include FORM A.***

2. ORGANIZATIONAL CAPACITY - (500 WORD MAXIMUM)

Describe your organization's capacity to effectively manage this program. This section should include:

- Your organization's experience in operating the Emergency Shelter Grant program, the Homelessness Prevention and Rapid Rehousing Program (HPRP), and any other homelessness prevention and rapid rehousing programs;
- Your organization's experience using the City of Springfield's or another HMIS, and information about your level of data quality when using such systems (for example, include a copy of a recent data quality report) [Full points awarded for exempt organizations];
- Your organization's involvement by homeless persons in maintaining and operating facilities and in providing services—include employment, volunteer work, or other participation;
- Your organization's involvement of homeless/formerly homeless persons on Board of Directors or other policy-making board;
- Experience of key management staff (Executive Director, Chief Financial Officer, directors of Homeless Assistance Programs) in managing homelessness or housing programs; and
- Your organization's participation in the Springfield Continuum of Care and/or the Western Massachusetts Network to End Homelessness.

3. MEASURING THE EFFECTIVENESS OF PROGRAMS – (300 WORD MAXIMUM)

Describe your organization's methods for determining the effectiveness of its programs and, where applicable and available, provide information or data regarding your organization's success at achieving the following results:

- People moving into or remaining in permanent housing (including permanent supportive housing);
- Reduction of length of time people spend homeless
- People who have previously been homeless or at imminent risk of homelessness remaining in stable housing six months or longer; and
- People who have been homeless or at imminent risk of homelessness increasing income, especially income from employment.

4. BUDGET NARRATIVE AND FORMS

Please provide a budget narrative that details and summarizes the cost for each line item. The narrative should minimally include a cost basis for each expense, the percentage of time for each paid position, and the details and assumptions of all financial assistance. Under this RFP, 100% of the amount of ESG funds in the agreement must be used for the reimbursement of program delivery-related expenses.

Please utilize the attached Excel budget forms (Note separate tabs for Prevention/Rapid Rehousing and for Emergency Shelter Operations) to provide descriptive detail on all line item costs. Please provide source documentation for each budget line item.

If ESG is a percentage of total cost for each line item, provide a formal allocation plan. Source and amount of matching funds must be provided. Please double check your calculations for accuracy; all costs must total out exactly: do not round up or down.

As part of this section, please indicate whether or not outside vendors or consultants will be identified by your organization to conduct program activities.

Personnel: Please complete the following table for all positions for which ESG funds will be used:

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	X	% Time Spent on this ESG Project/ Program	=	Total Position Cost Request from ESG
					X		=	
					X		=	
					X		=	
					X		=	

5. REQUIRED ATTACHMENTS

A. Please provide the organization's most recent independent audit. If applicable please also provide:

- a. Single Audit (required if expended more than \$500,000 in federal funds from any and all funding sources during most recent audit period); and
- b. Management letter.

If the organization does not have an independent audit prepared, please provide a copy of the organization's most recent Internal Revenue Service Form 990 or Form 990-EZ, if required under Internal Revenue Service Section 6033.

B. For personnel proposed to be funded, please provide job descriptions and resumes (if the position is currently filled) for each position listed; and an overview of the process the organization goes through to screen potential hires for open positions.

C. Please provide a copy of each contract or lease listed in the budget in FORM B.

D. Provide a copy of the organization's grievance process, including the process for persons denied services or assistance for the program proposed to be funded.

FORM A: Scope of Services

Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7	
Need Category	Need Statement	Goals	Activities: What the Program does with the Input to Fulfill its Mission	Outputs: Direct Products of Program Activities	Outcomes: Benefits that Result from the Program (Select at least one & attach assessment form)	Assessment/ Evaluation Tools: (Please attach unless otherwise noted)	
Emergency Shelter Operations	Springfield's January 2014 point-in-time count identified 215 individuals and 146 families living in shelters or on the streets.	Provide funds for ongoing shelter operations to meet the demonstrated need for emergency shelter. Note: Pursuant to this RFP ESG funds may only be used to fund capacity beyond what is funded by the Commonwealth.	<i>These sections do not need to be filled in for applications for Emergency Shelter Operations</i>				HMIS (no need to attach form)

Rental Assistance	<p>An estimated 1200-1400 individuals and 500-600 families in Springfield experience an episode of homelessness each year.</p> <p>Episodes of homelessness can be decreased through homelessness prevention/diversion and rapid rehousing, including both financial assistance and housing relocation and stabilization services.</p>	<p>Reduce the length of individual episodes of homelessness by assisting homeless households to access housing quickly and reduce the number of people who become homeless.</p> <p>Households at imminent risk of homelessness are provided with diversion or prevention resources and services.</p>	<p>Rental assistance (payments for rent; does not include payments for security deposits or last months' rent)</p>	<p># _____ unduplicated persons served</p>	<p>_____ % persons assisted for whom homelessness was prevented or diverted (either because of retaining existing housing or able to move to new housing without a period of homelessness), or for whom homelessness was ended</p>	<p>HMIS (required) and:</p> <p>Please list below and attach a sample of the form(s) that will be used.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Housing Relocation and Stabilization Services	<p>_____</p> <p>_____</p>	<p>_____</p> <p>_____</p>	<p>Select at least one of the following activities:</p> <p>_____ Housing search and/or outreach to property owners</p> <p>_____ Landlord-tenant mediation or legal assistance</p> <p>_____ Security/utility deposits or payments, last months' rent, moving assistance</p> <p>_____ Other supportive services:</p> <p>_____</p> <p>_____</p>	<p># _____ unduplicated persons served</p>	<p>_____ % homeless moving to permanent housing</p> <p>_____ % homeless remaining in permanent housing for at least six months</p> <p>_____ % persons imminently at risk of homelessness who did not become homeless</p> <p>Other: _____</p> <p>_____</p>	<p>HMIS (required) and:</p> <p>Please list below and attach a sample of the form(s) that will be used.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>