



City of Rochester and Monroe County

ESG Program Proposal Cover Page

SUMMARY OF REQUEST

Respondent Organization Name _____

Program Name and Type (Street Outreach, Homelessness Prevention, etc.)	Estimated # to be Served			Amount Requested
	Individuals	Families	Single Parents w/ Children	

NOTE: Identify each proposed program/service, estimated number of clients served by the program, and the total funding request.

APPLICANT INFORMATION

Street Address _____

Number Street Name Office/Suite # (if applicable)

Street Address _____

City State Zip

Mailing Address¹ _____

Number Street Name Office/Suite # (if applicable)

Mailing Address¹ _____

¹*if different from Street Address*

City State Zip

Director/CEO _____

Name Title

Authorized Agent _____

Name Title

Signs Agreement² _____

²*if different from Director/CEO*

Name Title

Tax ID # _____

DUNS # _____

CAGE # _____

PROPOSAL CONTACT INFORMATION

Name

Title

Telephone Number

Email Address

Fax Number



City of Rochester and Monroe County Request for Proposals (RFP)

for the

1. Emergency Solutions Grants 2021-2022 Program Year
Funding (ESG 2021-22)

and

2. Emergency Solutions Grants CARES Act Funding (ESG-
CV)

TIMELINE:

Issue Date: Thursday, February 25, 2021

Responses Due: Monday, March 22, 2021 by Noon

Award Notification: April/May 2021

Program Start Date: Varies by funding source; all City funded programs must be prepared to start by July 1, 2021, and County funded programs must be prepared to start by August 1, 2021. ESG 2021-22 funded programs will have 12 month terms. ESG-CV Applicants seeking ESG-CV funding may be expected to start program prior to the dates listed above.

BIDDER'S INFORMATION MEETING:

Date: Friday, March 5th, from 2:00-3:30PM

Location: Remote Meeting – Zoom (follow link for meeting invite, or request invite from John Oster – John.Oster@cityofrochester.gov)

1. PURPOSE AND INTENT

The City of Rochester ("City") and Monroe County ("County") seek proposals from qualified not-for-profit providers to participate in a comprehensive community service delivery program intended to ameliorate and/or prevent homelessness. Funding is available from the City's and County's respective ESG 2021-22 Annual Allocations, as well as from the Emergency Solutions Grants CARES Act (ESG-CV) Program funds.

ESG funds are intended to be used to meet the goals of alleviating or preventing homelessness, and/or shortening the length of time persons experience homelessness. ESG service objectives must be designed to comply with and carry out the goals and initiatives of the City and County. HUD 24 CFR Part 576 Subpart B provides more detail on the following eligible activities and populations.

ESG-CV funds, as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, are to be used to prevent, prepare for, and respond to the coronavirus (COVID) pandemic among individuals and families who are homeless or receiving homeless assistance, and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID.

2. FUNDING AVAILABILITY

Funding is available from several sources, and applicants must indicate which source(s) they intend to use. The City and County ESG 2021-22 Annual Allocation is typically announced in May or June of a given program year, but the allocation amounts are expected to align with the prior program year. The total ESG allocation for 2020-21 was \$870,427, including; \$161,462 in County funding and \$708,965 in City funding.

To date, the City and County have provided \$3.41 million in ESG-CV funding to the community, including; \$2.66 million in City ESG-CV funding and over \$750,000 in County ESG-CV funding. It is anticipated that some of the remaining ESG-CV funds will be awarded via this RFP process, although the City and County reserve the right to hold back or set-aside ESG-CV funding to be awarded at a later date. Please note, City ESG and ESG-CV funds must be spent on organizations, households, and persons within City limits. County ESG and ESG-CV funds must be spent serving households and persons within County limits, but outside of the City of Rochester. All applicants should indicate which funding sources they are seeking, but the City and County may adjust funding amounts and sources at their sole discretion. Prior to making final award decisions, the City and County will work with potential awardees to ensure proposed awards and sources are appropriate.

With respect to timeliness; grantees receiving awards greater than \$100,000 will be expected to voucher monthly, all other will be expected to voucher quarterly. Vouchers should be submitted within 30 days after the end of a voucher period. All ESG 2021-22 funds must be spent during the program year; July 1, 2021 to June 30, 2022 for City funded ESG grants, and August 1, 2021 to July 31, 2022 for County funded ESG grants. Grantees seeking ESG-CV funds should expect to spend at least 20% of their funding by September 30, 2021, and 80% of their funding by March 31, 2022. All ESG-CV funding must be spent by June 30, 2022. Proposals awarded ESG-CV funding can start as soon as City Council and County Legislature approval is received, or sooner if the funds are meant to expand an existing program.

3. TIMELINE

The timetable for the proposal review and selection process is below, but may vary depending on the source of funding requested. The timing for proposals seeking ESG 2021-22 funding is contingent upon the City and County receiving their respective allocations from HUD in a timely manner. ESG-CV funding is independent of ESG 2021-22 funding, and programs may start prior to the standard program year. Terms will vary depending on the combination of funding sources requested.

Any agencies selected will be expected to provide the City and County with additional materials and/or work to develop a contract in a timely manner. PDF submittals are preferable, and no hard copies will be accepted at this time. We will also accept materials uploaded to a shared cloud service. The City and County may choose to reject applications and applicants that do not follow the requirements stated within this document. Please send all materials electronically and directly to John Oster at john.oster@cityofrochester.gov and John Lightfoot at JohnFLightfootSr@monroecounty.gov.

RFP and Application Schedule

RFP Release:	Thursday, February 25, 2021
Bid Information Session:	Friday, March 5, 2021 from 2:00-3:30
Responses Due:	Monday, March 22, 2021 by Noon
Award Notification:	April/May 2021
Program Start Date:	Varies by funding source

4. PROGRAM INFORMATION AND ELIGIBLE ACTIVITIES

Those responding to this RFP should be familiar with the ESG program requirements and regulations. The ESG program provides funding to; engage homeless individuals and families living on the street, improve the number and quality of emergency shelters for homeless individuals and families, help operate these shelters, provide essential services to shelter residents, rapidly re-house homeless individuals and families, and prevent families and individuals from becoming homeless. ESG funding may be used for one of the program components listed below, as well as for HMIS related expenses.

The City and County recommend that all new *and* previously funded applicants review sections 24 CFR 576.102(a)(1)(vi), 576.103, 576.105(b)(4), and the pertinent sections of the CARES Act prior to crafting a proposal. The CARES Act amended certain programmatic and eligibility regulations and guidelines, specific to ESG-CV funds, and all applicants should review appropriate HUD reference materials and documentation when designing programs and developing proposals. In general, ESG-CV funding can be used to fund programs and activities that are regularly eligible under the ESG program, with some expansions and modifications announced by HUD in materials released subsequent to the release of the CARES Act.

Due to the amount of funding available to our community, and the scope of some of the issues our community faces, it is anticipated that more than one agency will be funded for each program type, including Homelessness Prevention and Rapid Rehousing. The following is an outline of the services the City and County intend to fund:

STREET OUTREACH COMPONENT (576.101)

Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

A. Essential Services

- 1) Engagement
- 2) Case Management

- 3) Transportation
- 4) Emergency Health and Mental Health Services
- 5) Services to Special Needs Populations (specify)

EMERGENCY SHELTER COMPONENT (576.102)

Shelter Operations, including maintenance, rent, security, fuel, equipment, insurance, utilities, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual. Essential Services, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

- A. Emergency Shelter (year-round operation)
 - 1) Rent
 - 2) Security
 - 3) Utilities
 - 4) Insurance
 - 5) Other operations expenses or overhead items on a case-by-case basis
- B. Essential Services
 - 1) Case Management
 - 2) Employment Assistance and Job Training
 - 3) Life Skills Training
 - 4) Transportation
 - 5) Services to Special Needs Populations (specify)
- C. Hospitality Nights – calculated as a per-person, per-night cost reimbursement

Note: The City and County will not fund renovation, rehabilitation, or new construction projects.

HOMELESSNESS PREVENTION COMPONENT (576.103)

Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter, a place not meant for human habitation, or another place described in paragraph (1) of HUD’s Homeless Definition (see next section for links to the Homeless Definition and Homelessness Prevention Eligibility During Eviction Moratoria).

The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing. The list below is not exhaustive, and applicants should review all ESG and ESG-CV regulations regarding eligible populations and costs.

- A. Diversion Services
- B. Housing Relocation and Stabilization services (e.g. case management, landlord-tenant mediation, tenant legal services, credit repair)
- C. Housing Relocation and Stabilization financial assistance (ex. security or utility deposits, rental application fees, last month’s rent, moving costs)
- D. Rental Assistance
- E. Landlord Outreach

Note: Applicants proposing ESG-CV funded homelessness prevention activities must be willing to coordinate efforts with existing eviction and homelessness prevention service providers and systems (e.g. any current community-wide intake and referral process, such as EPPI; the Tenant Defense Project/SCIP). The City and County encourage applicants to submit proposals that include unique service delivery models, or that offer

homelessness prevention services and assistance to special populations. Applicants should review the Homelessness Prevention Eligibility During Eviction Moratoria and HUD's Homeless Definition and At-Risk of Homelessness Definition prior to submitting an application for Prevention funding (see section 5. PROGRAM REQUIREMENTS, REGULATION, AND REFERENCE MATERIALS).

RAPID RE-HOUSING COMPONENT (576.104)

Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help 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.

- A. Diversion Services
- B. Housing Relocation and Stabilization services (e.g. case management, landlord-tenant mediation, tenant legal services, credit repair)
- C. Housing Relocation and Stabilization financial assistance (ex. security or utility deposits, rental application fees, last month's rent, moving costs)
- D. Rental Assistance
- E. Landlord Outreach

5. PROGRAM REQUIREMENTS, REGULATION, AND REFERENCE MATERIALS

For specific guidance on ESG and ESG-CV regulations and programs guidelines, please refer to the [HEARTH-ESG Interim Rule](#), and documentation released by HUD subsequent to the release of the CARES Act. Program types, definitions, and regulatory information included in this RFP are defined by HUD, and all applicants must operate any ESG-funded activities in accordance with all HUD regulations. Additionally, grantees will be required to report on all activities through HMIS (see reference document 1 for more information).

Please pay special attention to eligible populations, program descriptions, and reporting requirements. We encourage all applicants to review HUD's ESG programmatic guidelines and requirements prior to submitting an application. Most of this information can be found by visiting the ESG and the ESG-CV pages at www.HUDEXchange.info, and the links below. The ESG program is operated on a reimbursement basis, and failure to adhere to ESG standards may result in a delay, or even loss, of funding.

Information regarding minimum organizational qualifications, eligibility criteria, and program guidelines can be reviewed at the links included in this document, and by referencing the documents and information in the links below. Questions should be sent to John Oster or John Lightfoot; contact information is included at the end of this document.

HUD regulations and program information

- [HUD Emergency Solutions Grants landing page](#)
- [Emergency Solution Grants Program Interim Regulations \(24 CFR 576 at Electronic Code of Federal Regulations\)](#)
- [HEARTH Homeless Definition Final Rule](#)
- [ESG Program Components Quick Reference Guide](#)
- [ESG Minimum Habitability Standards for Emergency Shelters and Permanent Housing](#)

HUD guidance on ESG-CV funding, disease risk, prevention, and COVID-19:

- [Eligible ESG* Costs for Infectious Disease Preparedness](#)
- [Waivers and Alternative Requirements for the Emergency Solutions Grants Program Under the CARES Act](#)
- [Homelessness Prevention Eligibility During Eviction Moratoria](#)

6. REPORTING REQUIREMENTS

System Participation in HMIS: Recipients of ESG and ESG-CV funds will be required to participate in HUD's program case data collection system, the Homeless Management Information System (HMIS). The only exception is for organizations that serve victims of domestic violence.

System Participation in Coordinated Entry: Recipients of the ESG and ESG-CV funds will be required to participate in the Rochester/Monroe County Coordinated Entry system. Additionally, the City and the County reserve the right to request reports and analyses of a programmatic nature.

7. PROPOSAL FORMAT

The proposal should include the following attachments, documents, and information. Templates are included for most sections below, except where noted.

1) Proposal Cover Page (Attachment 1)

Program and organizational details. Self-explanatory.

2) Proposal Checklist – Required Documentation and Assurances (Attachment 2)

Please check to ensure that each required item is included with the submission. Ensure that all assurances are initialed, and the form is signed and dated. This page should serve as the first page in your proposal.

3) Organization Qualifications Brief (Attachment 3)

Documented evidence of the consultant's qualification for this project and capacity to perform the work should be described herein, including certifications and/or licenses as appropriate and information about prior contracts similar to that being solicited. Include complete descriptions of any and all collaborative relationships with local organizations that are to be formed for this project. For collaborative proposals, include complete organization documentation for each organization on the team, not only for the lead organization.

4) Project/Program Narrative (Attachment 4)

Provide a detailed description of the proposed service(s), the intended impact of the service on homeless individuals and families and/or those at-risk of homelessness, and a service evaluation strategy. Each narrative must address at a minimum the following program elements:

1. Statement of Priorities and Policies regarding selection of and service to clients, including intended impact of services on homeless individuals and families and those at risk of homelessness;
2. Alignment with the goals and priorities as outlined in this RFP;
3. Profile of persons to be served (single men, women, parent(s) with children, families, and youth) and projected number(s) to benefit from each proposed service;
4. A timeline that incorporates key dates set forth in this RFP and identifies appropriate assignments, tasks, and activities to achieve stated outcomes;
5. A written description of the data collection and evaluation activities in which the consultant will engage to insure project results meet stated objectives.

NOTE: If proposing more than one program (i.e. Emergency Shelter and Homelessness Prevention) OR project site, each submittal requires separate Attachments 2-7.

5) Service Profile and Staffing Plan (Attachment 5)

For each service proposed, please provide a detailed staffing narrative, identifying the project staff to be hired as direct employees of the lead, and if applicable, any subcontracting agency(s) plus detail on the number of

caseworkers, administrative support staff and any other staff positions identified as necessary to carry out the project. Please include a statement of capacity to provide direct client services in languages other than English.

6) Budget Narrative (Attachment 6)

A succinct budget narrative including consultant staff hours, salaries and billing rates, equipment, rent, tenants security deposits, etc. is required as part of the application. Provide information on staff and overhead costs, and indicate if staff expenses are for existing or new positions. Ensure that all expenses are allowed as per ESG program requirements, and conform to established program guidelines. Any proposal requesting indirect costs above 10% of the total grant amount must include a copy of your DHS indirect cost rate agreement.

Using the provided Budget template, please submit a budget for the project, including an overall project cost, and a breakdown between the costs associated with clients located within the City and those located outside of the City, but within Monroe County. Indicate if any other funding sources have been identified or committed to the project, and provide any details on those funding sources. Please also include information on the timing of expenditures.

NOTE: At this time, the City and County will not fund construction/rehab with ESG or ESG-CV funds.

7) Program Budget (Attachment 7)

Use the appropriate budget template to provide an itemized budget, including the source of the required one-to-one (1:1) cash and/or approved in-kind services match (no match is required for ESG-CV funding).

NOTE: ESG-CV funds do not require that grantees provide matching funds, but the City and County prefer that projects and applicants use every resource available to fund their efforts. Due to our limited resources and an increased demand, the City and County strongly prefer applications from agencies that provide a plan for securing additional funding, and require that applicants provide information on the status of other sources of funding.

8) IRS W-9 – Request for Taxpayer Identification Number and Certification (Attachment 8 – no template included in RFP)

Please include this form, which can be obtained online at the following link: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

9) Certification of Compliance with Rochester Living Wage Form (Attachment 9)

For any organization requesting over \$50,000 in grant funding, the City will require compliance with the Living Wage. Attach a Living Wage certificate for the list of titles and pay rate covered by this proposal. The Rochester Living Wage Ordinance (No. 2001-36) was adopted in 2001. The current rates can be found at the following link: <http://www.cityofrochester.gov/livingwagerates/>

10) City of Rochester Disclosure and Monroe County Debarment Forms (Attachment 10a and 10b)

Please fill out and execute the attached City of Rochester Disclosure Form and the County's debarment form.

11) OMB Circular 2 CFR Part 200 Certification Letter (Attachment 11)

Please fill out and execute the attached letter. This is required to be signed and returned even if you select option 4 or 5.

12) Insurance Certificates (Attachment 12 – no template included in RFP)

Minimum of liability insurance is one million dollars (\$1,000,000) per occurrence, and three million dollars (\$3,000,000) aggregate, and the City of Rochester and Monroe County must be named as additional insured. Please include insurances and endorsements for the City of Rochester **AND** Monroe County separately (one General Commercial Liability Certificate with the City named as additional insured and one with the County, one Additional Insured Endorsement with the City named and one with County, etc.). See reference documents 2 and 3 for more information. The insurance required includes:

- a) General Commercial Liability Insurance Certificate (at least \$1,000,000 per occurrence, \$3,000,000 aggregate [County requirement]), **AND** the City and County are named as Additional Insured, **AND** attach an Additional Insured Endorsement for each City and County
- b) Certificate of NYS Workers' Compensation
- c) Employee Disability Coverage (or Affidavit of No Employees)

13) Audited Financial Statements (Attachment 13 – no template included in RFP)

Organizations that have expended more than \$750,000 in federal funds in the last year (as indicated on Attachment 11: 2 CFR Part 200) need to provide the most recent audited financial statement (single audit).

14) Interim Financial Statements (Attachment 14 – no template included in RFP)

Submit a copy of the current year balance sheet and income statement.

15) Board of Directors (Attachment 15 – no template included in RFP)

Include a list of the members of the Board of Directors, and any pertinent information regarding board members and this proposal.

16) Statement of Homeless or Formerly Homeless Participation (Attachment 16 – no template included in RFP)

Additional Project Information & Attachments

Applicants are encouraged to submit additional materials to support their proposal.

8. PROPOSAL REVIEW PROCESS

Awards will be determined through a competitive RFP review process. Proposals will be reviewed by a panel convened by the City and County. Written proposals should provide sufficient information to enable the review team to form a recommendation. The City and County reserve the right to reject any and all applications including those determined to contain incomplete and/or incorrect information or otherwise not meeting the requirements as set forth in this RFP, or failing to demonstrate feasibility to carry out the proposed activities in an effective and timely manner.

Further, the City and County reserve the right to request individual applicants to submit additional information needed to make final determinations. The City and County also reserve the right to engage any or all respondents in a telephone conversation and/or to invite any or all respondents to an interview to explore further the possibility of an engagement. Request for additional information does not indicate outcome of the proposal review. Participation in such a telephone conversation or interview upon such an invitation would be voluntary, and does not indicate outcome of the proposal review. Any expenses resulting from such an interview would be the sole responsibility of the consultant.

Upon selection and mutual agreement, the consultant will enter into written agreements with the City and/or the County. Neither the City nor the County discriminates in any aspect of contracting on the basis of age, creed, color, disability, gender or gender identification, marital status, national origin, race, or sexual orientation.

9. EVALUATION CRITERIA

City and County selection of contractors will adhere to HUD ESG policies and regulations relative to achieving the fullest array of services which fall into the service categories shown below. Respondent organizations which have successfully demonstrated, to the satisfaction of the City and County, the greatest capacity to deliver services, and to fully comply with the conditions and requirements set out in this RFP may be selected for contract engagement. Using a point system, the chart below indicates how proposals will be evaluated.

ESG 2021-22 and ESG-CV - Program Proposal Evaluation Criteria Elements	Maximum Point Value
1. Responsiveness to the service categories selected by the City and County.	15
2. Anticipated impact of proposed program on advancing or expanding services on reducing the incidence of homelessness.	10
3. Soundness and efficacy of the proposed Program Scope of Services succinctly described.	15
4. Demonstrated engagement in strategic and sound collaboration with community partner(s).	10
5. Feasibility of proposed program service delivery implementation plan.	25
6. Consultant’s demonstrated capacity for program implementation and management, including human resource functions and projections, as based on relevant experience and reference checks of the consultant, demonstrated mastery of required technology and information system management.	15
7. Consultant’s previous service management record of reaching service delivery goals and <u>spending budgeted funds within the program year.</u>	10
TOTAL	100

10. RIGHTS RESERVED BY THE CITY AND COUNTY

This RFP may be withdrawn by the City and/or County for any reason and that the City and/or County shall have no liability for any costs incurred in preparing the proposal.

All materials submitted with the proposal shall become the property of the City and/or County and will be subject to the New York State Freedom of Information Law (FOIL). All proprietary information submitted with the proposal must be clearly identified and requested to remain confidential.

The selection of organizations is within the City and County’s sole discretion. No reasons for rejection or acceptance of proposals are required to be given and decisions may be based on other qualifications and not solely on costs.

11. QUESTIONS AND INQUIRIES

Anyone with questions or comments should contact the City or County using the information at the end of this document. Several links have been included in this document, all of which will provide prospective applicants with general information on ESG and ESG-CV funding, programs, and regulations. The HUD Exchange is a valuable resource for learning about ESG and ESG-CV, but applicants are encouraged to reach out to John Oster, John Lightfoot, or any of the following contacts with any questions or comments.

Carol Wheeler

Manager of Housing

City of Rochester

585.428.6152

wheelc@cityofrochester.gov

Chanh Quach

Community Development Manager

Monroe County

585.753.2021

CQuach@monroecounty.gov

John B. Oster

Senior Community Housing Planner

City of Rochester

585.746.6475

John.Oster@CityofRochester.Gov

John F. Lightfoot Sr.

Community Liaison

Monroe County

585.753.2024

JohnFLightfootSr@monroecounty.gov

END OF DOCUMENT

Emergency Solutions Grants Program Budget

Street Outreach (including Coordinated Entry), and Emergency Shelter Operations Template

Agency Name	ENTER NAME
Project Title	ENTER PROJECT NAME
Project Type	Emergency Shelter
Contract #	TBD

*Select project type from drop-down

Emergency Shelter				576.102
PERSONNEL				
MUNIS Code	Payroll:	Hours	Rate per Hour	Budget
	ex. Case Manager	1040	\$21.00	
	ex. Senior Case Manager	1300	\$23.00	
	ex. Program Director	1000	\$28.00	
	(enter position title)			-
Subtotal - Payroll				-
	Fringe	Enter Rate	12.50%	-
Total - Payroll				-
OTHER THAN PERSONNEL				
Essential Services				
	Transportation - mileage @ \$.58/mile			
	Bus Passes			
	(enter essential service expense)			
	(enter essential service expense)			
Total - Essential Services (non-payroll)				-
Operations Support Expenses				
	Occupancy (rent, utilities, etc.)			
	Telephone/Cell-phones (staff)			
	Supplies			
	Postage			
	(enter O/H, operating support expense)			
Subtotal - Support Expenses				-
Subtotal				-
INDIRECT COSTS				
	Indirect Cost	Enter Rate	15.00%	-
Total - Emergency Shelter				-
	1:1 Match Source(s)	N/A		N/A

Notes:

Input data/information into blue cells only.

Indirect costs are calculated by multiplying your indirect rate by the total program costs ("Subtotal")

INTERNAL/MUNIS BUDGET BELOW - DO NOT EDIT/ALTER

Emergency Solutions Grants Program Budget

Agency Name ENTER NAME
Project Title ENTER PROJECT NAME
Project Type Emergency Shelter
Contract # TBD

Emergency Shelter **576.102**

MUNIS Code		Budget
	Essential Services - including case management, transportation, etc.	
	Payroll & Fringe	-
	Other Essential Services	-
	Shelter Operations	
	Occupancy	-
	Supplies	-
	Indirect	-
	Total - Emergency Shelter	-
	1:1 Match	N/A

PROPOSAL CHECKLIST – Required Documentation

All of the following application documentation is **required** and should be **current**. This document is largely fillable, and should be completed in Word (or a similar program). Please separate sections with binder dividers, colored paper, tabs, etc.

- ESG Proposal Cover Page (Attachment 1)
- ESG Proposal Checklist (Attachment 2)
- Organization Qualifications Brief (Attachment 3)
- Project/Program Narrative (Attachment 4)
- Service Profile/Staffing Plan (Attachment 5)
- Budget Narrative (Attachment 6)
- ESG Program Budget (Attachment 7)
- IRS W-9 Form (and Back-up Documentation) (Attachment 8)
- Living Wage Certificate for proposals over \$50,000 (Attachment 9)
- City of Rochester Disclosure and Monroe County Debarment Forms (Attachments 10a and 10b)
- Signed OMB 2 CFR Part 200 Certification Letter (Attachment 11)
- Insurances (Attachment 12):
 - A. Current General Commercial Liability Insurance Certificate expires _____ and the City and County are each named as Additional Insured, and attach an Additional Insured Endorsement
 - B. Certificate of NYS Workers' Compensation expires _____
 - C. Employee Disability Coverage (or Affidavit of No Employees) expires _____
****Verify Insurance certificates are current, City and the County are listed as Certificate holders, and Additional Insured Endorsement is attached****
- Most recent full Organization Financial Statement, usually Audit report (Attachment 13)
Statement Date: _____
- The full budget for the entire applicant agency (Attachment 14)
- List of Board Members/Board of Directors identifying any compensated members (Attachment 15)
- Statement of Homeless or Formerly Homeless Participation (Attachment 16)

ASSURANCES

Initial Regulation Compliance On behalf of the _____ organization, it is agreed by this application that this agency and co-applicants will comply with Federal and City/County requirements for provision of ESG services.

Initial Participation in HMIS (Homeless Management Information System) – Unless prohibited by regulations exempting applicant's service population, the applicant will participate in HMIS, the HUD-required data system.

Initial Community Cooperation and Collaboration - This organization will participate in interagency cooperative planning and service delivery to support participants' entry for services, including adoption and implementation of a common assessment tool.

Signature: _____ Date: _____
 Signed by: _____
 Title _____

Project/Program Narrative

Use the space below to provide in brief, narrative form: 1) Proposed service description; 2) Statement of intended impact of service on homeless individuals and families and/or at risk of homelessness and 3) Proposed service evaluation strategy. **Each service specific narrative must not exceed 600 words.**

In accordance with §576.101 (Street Outreach), §576.102 (Emergency Shelter), §576.103 (Homelessness Prevention), or §576.104 (Rapid Re-Housing), the following service will be provided:

**Note: please choose appropriate subpart for service component.*

Budget Narrative

Please provide an itemized budget narrative, and rationale for each budget line item. Use the space below to provide a succinct budget narrative including applicant agency staff hours, salaries and billing rates, equipment and supply purchases. Include information for other and/or ancillary subcontracted services, and all components of budget line items. Include a description of the source of the required one-to-one (1:1) cash and/or approved in-kind services match, and if that source is currently secured or if fundraising/grant efforts will be done in the future.

Certification of Compliance with Rochester Living Wage

Program/Agreement **(enter program type)**

I hereby certify that the _____ is in full compliance with the Rochester Living Wage Ordinance of Chapter 8A-18 of the Code of the City of Rochester, New York ("the Code").

The job titles and wage levels of all covered employees, as defined in the Code, are listed below:

Job Title	Wage Level (hourly or salary & hrs./wk)	Health Insurance (Y/N)

Signature: _____ Date: _____
Signed by: _____
Title: _____

I would like to be granted an exception, or for federally assisted housing and community development programs to have the Department of Neighborhood and Business Development, request an exception from HUD, to participate in this program.

I am employed at _____ in the position of _____
I (___do) or (___do not) perform any duties relating to the Program.

_____ is the family member to whom I am related (_____).
(Name) (Relationship)

This family member is employed at _____ in the position of _____.
This family member (___ does) or (___does not) perform any duties relating to the program.

Signature: _____ Date: _____
Signed by: _____
Title _____

Signature: _____ Date: _____
Signed by: _____
Title _____

STATE OF NEW YORK)

COUNTY OF MONROE) ss.:

On the _____ day of _____, 20__ before me, the undersigned, a Notary Public in and for said State, personally appeared _____ personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public/Commissioner of Deeds



Administration & Finance

Neighborhood and Business Development
30 Church Street Room 224B
Rochester, New York 14614 www.cityofrochester.gov
Phone: 585.428.6167 Fax: 585.428.7899
TTY: 585.428.6054 EEO/ADA Employer

OMB CIRCULAR 2 CFR PART 200 CERTIFICATION LETTER
Important Compliance Document

Entity Name: _____
DUNS #: _____

Pursuant to the requirements of OMB Circular 2 CFR Part 200, the City of Rochester is requesting that you check one of the following, provide all appropriate documentation regarding your organization's compliance with Circular 2 CFR Part 200 audit requirements, sign and date, and return this letter to the City of Rochester within **thirty (30) days** of receipt.

1. _____ We expended more than \$750,000 in total federal awards and have completed our Circular 2 CFR Part 200 audit for fiscal year ended _____.
Our audit report and schedule of federal programs have no material findings that affect the City of Rochester's funding. Issue date of audit report _____.
2. _____ We have expended more than \$750,000 in federal awards and have completed our Circular 2 CFR Part 200 audit for fiscal year ended _____.
Our audit report and schedule of federal programs have material findings that affect the City of Rochester's funding. We are including a copy of the required audit report along with our corrective action plan for your information. Issue date of audit report: _____.
3. _____ We are not subject to a Circular 2 CFR Part 200 audit because we expended less than \$750,000 in total federal awards during our fiscal year ended _____.
4. _____ We are subject to Circular 2 CFR Part 200 but have not received an audit.
5. _____ We are not subject to the Single Audit requirements, but have submitted a copy of the organizations most recent financial statement, dated _____.

Additional Comments:

Request for Proposals Emergency Solutions Grants Program

Reporting Requirements: Detail

Client Data - HMIS Homeless Management Information System

Unless prohibited by regulations for services to Special Needs Participants (ex: victims of domestic violence), the Subrecipient will continue (or implement) Participant data entry in HMIS. HMIS is the common data base provided and required by HUD. Reimbursement for services under ESG will be dependent upon completing/updating HMIS for each Participant, for each service. The Subrecipient will be responsible for completion and accuracy. This is critical to the City and County commitment to quality of service and collaboration with the CoC.

Coordinated Access and Assessment

Participant data coordination and sharing: The Subrecipient will enter into a Memorandum of Understanding with the local HMIS as the basic requirement for Coordinated Access. Upon consultation with local HMIS, the Subrecipient will implement Participant release documentation, unless prohibited by regulations for services to Special Needs Participants (ex: victims of domestic violence) for the purpose of establishing coordinated entry and easing Participants' interviews when more than one provider is enlisted for case work.

- A. **Licenses** - Unless otherwise advised by the CoC and HMIS, the Subrecipient that does not already have license(s) through other Federal funding (ex: Shelter + Care) will be responsible for purchasing licenses for each user.
- B. **Technical Assistance** will be provided by the local HMIS in cooperation with the CoC. HMIS training and response to requests for Technical Assistance are continually available from the local HMIS Technical Assistance staff. The Subrecipient is responsible for:
 1. Identifying qualified data entry staff to the Technical Assistance provider. The Subrecipient will identify an HMIS Administrator, who shall be responsible for quality and accuracy checks, and policy and practices planning. The Subrecipient may assign HMIS data entry responsibility either to direct service staff or to staff who are specifically responsible for all HMIS data entry. The Subrecipient's designation of HMIS responsibilities will depend upon factors including availability of licenses, staff assignments and capacity.
 2. Participating in and identifying need for Technical Assistance:
 - at time of staff change
 - at time of need to reassign or add license(s)
 - when difficulties with entry are encountered
 - when notified of system changes and
 - when instructed by the City

INSURANCE REQUIREMENTS – Read Carefully

There are typically two types of additional insured endorsements; first, an endorsement in which the City of Rochester and Monroe County are individually named, and second, a general liability "deluxe" endorsement. The following two pages are examples of these endorsements. Insurances specific to Monroe County can be found in Attachment L.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s): City of Rochester 30 Church Street Rochester NY 14614</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Monroe County - Insurance Requirements

1. Provide ACORD Certificate of Insurance Form:
Certificate Holder Information:
 - Monroe County
 - 39 W. Main St., Room 200
 - Rochester, NY 14614
 - Attn: Community Development

2. Provide the following insurance coverage:
 - A. General Liability Insurance
 - 1) \$1 million per occurrence
 - 2) \$3 million aggregate
 - 3) Name **Monroe County** as additional insured and:
 - a) X appropriate additional insured column.
 - b) Description of Operations shall specifically state general liability, auto, or both.
 - c) Provide an **additional insured endorsement form** showing same. **NOTE:** If the policy has a Blanket Endorsement for Additional Insured, then the supporting documents shall be forwarded for review. (All pages of the endorsement as well as policy number shall be included.)
 - 4) If aggregate coverage is less than \$3 million:
 - a) Excess or umbrella coverage in the amount to provide \$3 million total
 - b) Excess/umbrella coverage must name **Monroe County** as additional insured and provide additional insured endorsement showing same.

 - B. Automobile Liability Insurance
 - 1) \$1 million per occurrence for bodily injury and property damage
 - 2) X appropriate additional insured column.
 - 3) Description of Operations shall specifically state general liability, auto, or both.
 - 4) Name **Monroe County** as additional insured and provide an **additional insured endorsement form** showing same. **NOTE:** If the policy has a Blanket Endorsement for Additional Insured, then the supporting documents shall be forwarded for review. (All pages of the endorsement as well as policy number shall be included).

 - C. Workers Compensation Insurance (www.wcb.ny.gov) *
 - 1) C-105.2 (or U-26.3)
 - 2) SI-12 (or GSI 105.2)
 - 3) CE-200
 - 4) Waiver if applicable

 - D. Disability Benefits Insurance (www.wcb.ny.gov) *
 - 1) DB-120.1
 - 2) DB-155
 - 3) CE-200
 - 4) Waiver if applicable

 - E. Professional Liability
Occurrence \$1,000,000; Agg \$3,000,000



Partners Ending Homelessness

560 West Main Street
 Rochester, New York 14608
 Phone: 585-319-5091; Fax: 585-319-5488

**Partners Ending Homelessness
 2021 Renewal Project Application**

The APR will be run from 3/1/2020 –2/28/2021.

Organization Name:	
Project Name:	

Contact Person Phone Number Email	

Project Type (check correct box)	
Transitional Housing (TH)	
Safe Haven (SH)	
Transitional housing – Rapid Re-Housing (TH-RRH)	
Permanent Supportive Housing (PSH)	
Rapid Re-Housing (RRH)	
Homeless Management Information System (HMIS)	
Coordinated Entry (CE)	

A. Data Quality	Data Quality: 100% of the following data completed during the reporting period of 3/1/2020 to 2/28/21		
	1. 6a Personally Identifiable Information (6 pts – 1 pt for each 0%)	Points	6
	2. 6b Universal Data Elements (5 pts – 1 pt for each 0%)	Points	5
	3. 6c Income & Sources at Start, Annual & Exit (6 pts – 2 pts for each 0%)	Points	6
	4. 6d Chronic Homelessness (1 pts for 0% in project type)	Points	1
	5. 15 Prior Living Situation (equals homeless situation)	Points	3

Part 2: Please do not fill out the following until you are asked.

The projects that score under the average local NOFA score go before the non-conflicted review committee. The Committee will review this project's outcomes and rank them with the following questions. (5 points +/-)

(Part 2 Q1) Please explain any answer you think does not accurately portray your program or anything you want the reviewers to know about your program not covered in the application question. (Please use the text below, be specific and keep the word total under 500 words)

D. Efficiency Question 1. $> 95\% = 2$ points

$95\% \leq = 0$ points

Question 2. Below the average cost per Head of Household = 2 point

Above the average cost per Head of household = 0 points

Question 3. Below the average cost of success rate = 2 point

Above the average cost of success rate = 0 points

- (1) For projects that do not have an approved APR, PEH will request a screenshot of the project's last drawdown in LOCCS to show how much funding is being utilized and prorate the rest to the project's end date.
- (2) PSH, RRH, and TH projects will be compared to each other when calculating these measures.