



Community Development and Neighborhood Conservation
Department Notice of Community Planning Process
& Solicitation of Applications
Application Number: CDNC-12-31-12-OA-ESG-CDBG
Title: Request for Applications for Outside Agency, Emergency
Solutions Grant, & Community Development Block Grant Programs
for Fiscal Year 2014-2015
Program Year: 2014-2015

Issue Date: December 16, 2013

Due Date: February 14, 2014 at 4:30 P.M., Mountain Standard Time

Submit RFP Applications in a sealed envelope clearly marked on the outside with the application number, title, due date, time and applicant's name to:

Pima County CDNC
Attn: Gloria Soto
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713

SOLICITATION: Pima County is soliciting Applications from Applicants qualified, responsible and willing to provide services to the community in compliance with all requirements contained or referenced herein.

You may download a full copy of these Instructions and RFP Application at:

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=24903>

Applicants are required to check this website prior to the due date for addenda and/or additional information to assure that the Application incorporates all addenda. Prospective Applicants may also pick up a copy of the Application Monday through Friday, 8 am to 5 pm MST, at the address listed above.

Questions should be submitted to:

Lori Aldecoa, Outside Agency
lori.aldecoa@pima.gov
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520) 243-6763

Daniel Tylutki, ESG
daniel.tylutki@gmail.com
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520)243-6754

Gloria Soto, CDBG
gsoto@pima.gov
2797 E. Ajo Way, 3rd Floor
Tucson, AZ 85713
(520) 243-6751

Published Announcement: *Daily Territorial*
December 16, 2013

Technical Assistance: January 15, 2014 at 3:00 PM
Pima County Housing Center
801 W. Congress
Tucson, AZ 85745

I. Introduction

The Community Development and Neighborhood Conservation Department's (CDNC) mission is to provide resources that strengthen communities and improve the quality of life for residents. This is done through providing affordable housing, assisting with community and rural development, neighborhood reinvestment, and community planning and revitalization efforts and funded projects. CDNC is responsible for the administration of multiple federal, state and local funds. These funding sources, targeting similar programs and services, are combined into this one Request for Proposal(RFP). CDNC is requesting OA ESG CDBG RFP Applications from qualified organizations capable of carrying out services for the residents of Pima County.

II. Funding Outlook

The exact funding dollar allocation has not been released by HUD at this time. For reference, the total funding allocation from the previous 2013-2014 program year was as follows:

Community Development Block Grant:	\$2,516,935
Emergency Shelter Grants:	\$208,832
Outside Agency	\$2,265,500

III. Description of Fund Sources

Outside Agency funding are Pima County general funds budgeted and appropriated by the Board of Supervisors. Community Development Block Grant and Emergency Solutions Grant funding priorities are developed through a community consolidated planning process as required by HUD. Eligible activities and applicable federal grant compliance detailed in section VIII. Eligible Activities by Funding Source.

IV. OA ESG CDBG RFP Application

A complete OA ESG CDBG RFP Application must be submitted for each program or project. Multiple fund sources may be requested under one application. A complete Application includes the following:

1. OA ESG CDBG RFP Application (Please do not include Exhibit A and B)
2. Required Attachments:
 - a. Board of Directors Approved Bi-Laws
 - b. Agency Organizational Chart
 - c. Construction Cost Estimate (if applicable)

No other attachments are requested nor will be reviewed. Applications which do not follow these limits will not be reviewed.

V. Evaluation Criteria and Selection Process

CDNC shall evaluate OA ESG CDBG RFP Applications at the time of their submission for minimum eligibility qualifications to applicable federal and local funding sources and for completeness. County reserves the right to request additional information and/or clarification. Any clarification of an RFP Application shall be requested and responded to in writing. Recommendations for funding will be submitted to the Board of Supervisors who will make final

approvals for funding awards. The OA ESG CDBG RFP Applications consists of the following 10 elements:

1. OA ESG CDBG Application Summary
2. Program Description
3. Service Delivery
4. Auditing Controls
5. Program Staffing & Organizational Structure
6. Outputs & Outcomes
7. Budget Analysis
8. Budget Narrative for Service Projects
9. CDBG Construction Budget
10. Attachments

VI. Supplementary Information and Certifications

If awarded grant funds, **at the time of contracting**, successful applicants **may be required** to submit one or more of the following certifications or other program/project compliance documentation (please do not include in your applications.):

1. Certificate of Insurance
2. Applicable certifications, accreditations and licenses
3. Most recent audit or a financial statement
4. Applicable documentation including fingerprinting and background check clearances as required by A.R.S. 41-1968
5. Written Personnel/EEO Policies; Fiscal Policies; Affirmative Action Plan
6. Staff Job Descriptions and Current Performance Plans for all County funded position
7. Agency Capital Improvement Plan
8. Agency Operation and Maintenance Policy and Procedures

Review sample contract available at:

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=23268>

VII. Application Formatting

The OA ESG CDBG RFP Applications has been prepared as a fill-able form utilizing Microsoft WORD. Many of the "text form fields" provide descriptions of information being requested which are designed to be overwritten. "Dropdown form fields" are also utilized in RFP Application.

1. Please enter information for all text form fields or dropdown form fields as appropriate; leave blank or Indicate "N/A" if non-applicable.
2. Please provide brief and concise responses as text form fields have set character limits.
3. Applications must be signed by an authorized official (person who has the authority to bind the entity, e.g. President, Chief Executive Officer) to be considered responsive.
4. Please provide 2 copies of each application set.

VIII. Eligible Activities by Funding Source

A. Community Development Block Grant

The CDBG program affords residents of Pima County with the opportunity to improve their communities by funding activities that provide decent housing and a suitable living environment, and by expanding economic opportunities, principally for low-and moderate-income persons. Grant awards are made to implement a wide range of community development activities directed toward neighborhood revitalization, community development and the provision of improved community facilities and services. Projects that are located or serve populations in unincorporated Pima County; designated Community Development Target Areas; Marana; and, South Tucson are given priority. Non-profit agencies or public entities are eligible to receive CDBG funding.

1. Income Eligibility:

Programs must meet income eligibility requirements by directly benefiting persons or household that are low- to moderate-income or project must be located in an area where the majority (51%) of the residents are low-and moderate-income individuals or household. Most recent HUD 2013 Income Limits are as follows:

Family Size	Gross Yearly Income
One	\$33,550
Two	\$38,350
Three	\$43,150
Four	\$47,900
Five	\$51,750
Six	\$55,600
Seven	\$59,400
Eight	\$63,250

Source: <http://www.huduser.org/portal/datasets/il/il2013/2013summary.odn>

2. Examples of Eligible Activities that can be carried out with CDBG funds include:

a. Construction and/or facility improvement projects:

- i. Housing rehabilitation;
- ii. Construction or rehabilitation of buildings;
- iii. Removal of architectural barriers that restrict mobility;
- iv. Assistance in the creation of affordable housing;
- v. Demolition of structures;
- vi. Acquisition of real property;
- vii. Utility improvements such as water systems and sewer lines;
- viii. Parks;
- ix. Health Clinics; and
- x. Child Care Centers.

b. Public Services:

Since only 15% of Pima County's total allotment for CDBG programs can be used for operation and implementation of social service programs, public service grants are highly competitive. For this fiscal year the minimum to apply for public service is \$10,000.00 which may be programmed for up to two years. Examples under this category include, but not limited to:

- i. Fire Safety programs:

- ii. Hot meals programs;
- iii. Preschool tuition aid;
- iv. After-school programs;
- v. Crime prevention;
- vi. Housing counseling; and
- vii. Health care programs.

3. Other Resources:

- a. <http://www.huduser.org/portal/oup/files/cdbgGuide.pdf>
- b. http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/communitydevelopment/rulesandregs
- c. <http://www.gpo.gov/fdsys/pkg/CFR-2009-title24-vol1/content-detail.html>

B. Emergency Shelter Grant

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) consolidates three separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grant program. The HEARTH Act also codifies into law the Continuum of Care planning process; in addition to, the definition of “homeless.” HUD’s final rule defining homelessness and the interim rule establishing the regulations for the ESG program are effective January 4, 2012.

1. Definition of Homeless:

The Department of Housing and Urban Development’s (HUD) definition of homelessness:

- a. Individuals and families who lack a fixed, regular, and adequate nighttime residence or reside in an emergency shelter or place not meant for human habitation;
- b. Individuals and families who will imminently lose their primary nighttime residence;
- c. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
- d. Individuals and families who are fleeing or are attempting to flee domestic violence, dating violence, sexual assault, stalking or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

Homeless and homeless prevention services should target rural areas and/or unincorporated areas in Pima County, South Tucson, Marana, Sahuarita or Oro Valley.

2. Who May Apply:

ESG Applications will be accepted from any private non-profit corporation, or a unit of general purpose local government, capable of carrying out the scope of work described in this Application. ESG funds must serve individuals and families who meet HUD’s definition of homeless.

Applicants **MUST** be currently using the Homeless Management Information System (HMIS) or demonstrate the capacity to utilize HMIS at the time of contracting for services.

Applicants MUST be an active participant of the Tucson Pima Collaboration to End Homelessness (TPCH) or will be an active member prior to contracting for services.

3. Match Requirement:

A dollar for dollar match is required for all ESG funded programs. Both cash and non cash, in-kind, funding sources are allowable to meet the ESG match requirement. Please identify proposed sources of match.

4. Eligible Activities:

ESG funds may be used for any of the following five program components. A maximum of 60 percent of the total fiscal year grant for ESG, or the hold harmless amount established for such activities during fiscal year 2010, can be spent on street outreach and emergency shelter activities. Homeless and homeless prevention services should target rural areas and/or unincorporated areas in Pima County, South Tucson, Marana, Sahuarita or Oro Valley. ESG shall be on a ONE year funding cycle.

a. **Street Outreach:**

i. **Eligible Individuals and Families**

The provision of certain essential services to **unsheltered** individuals and families who are HUD defined homeless. These services may be provided on the street, in parks, abandoned buildings, bus stations, campgrounds and other such settings.

ii. **Eligible Activities**

Engagement, case management, emergency health and mental health services to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility, transportation, eligible essential services for Special Populations to address the special needs of homeless youth, victims of domestic violence and related crimes/threats, and/or people living with HIV/AIDS who are literally homeless.

b. **Emergency Shelter Support:**

i. **Eligible Individuals and Families**

Individuals and families who are homeless and who are staying in an emergency shelter

ii. **Eligible Activities**

- 1) **Essential Services:** case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation, and services for Special Populations
- 2) **Rehabilitation and Renovation**
- 3) **Shelter Operations**

c. **Homeless Prevention:**

i. **Eligible Individuals and Families**

Extremely low income at, or below 30% Average Median Income **AND** At imminent risk, or at risk, of homelessness; **AND** Moving into an emergency shelter or a place not meant for human habitation; **OR** As defined in other federal statutes.

ii. **Eligible Activities to Prevent Homelessness and Regain Stability**

1) **Housing Relocation and Stabilization Services:**

- a) **Financial Assistance:** moving costs, rent application fees, security deposit, last month's rent, utility deposit, utility payments
- b) **Stabilization Services:** housing search & placement, housing stability case management, mediation, legal services, credit repair. *Participants must meet with a case manager at least once a month for the duration of assistance to obtain appropriate supportive services like medical or mental health treatment or services essential for independent living and mainstream benefits.*

- 2) **Short Term Rent Assistance**, up to 3 months or **Medium Term Rental Assistance**, 4 to 24 months may be provided. Projects may be Tenant-Based Assistance or Project-Based Assistance. Requirements include compliance with Fair Market Rate Limits, Rent Reasonableness, Minimum Habitability Standards, Rental Assistance Agreement and Lease Standards.

d. **Rapid Re-Housing:**

i. **Eligible Individuals and Families**

Assistance for homeless individuals and families currently living in an emergency shelter or place not meant for human habitation

ii. **Eligible Activities to House and Achieve Stability:**

1) **Financial Assistance**

- a) *Security Deposit:* up to 1½ months of rent;
- b) *Rental Assistance:* short-term rental assistance of up to 3 months or medium-term rental assistance of up to 12 months;
- c) *Rental Arrears:* up to 3 months;
- d) *Utility Deposits:* for electric and gas;
- e) *Utility Payments:* up to 2 months for electric and gas;
- f) *Moving Cost Assistance:* reasonable moving costs (such as truck rental, hiring a moving company or short-term storage fees for a maximum of 3 months or until the program participant is in housing, whichever is shorter); and
- g) *Motel or Hotel Stays:* up to 7 days.

2) **Case Management:** Arrangement, coordination, monitoring and delivery of services related to meeting the housing needs of program participants and helping them to obtain housing stability. Includes such services as:

- a) Developing an individualized housing and self-sufficiency plan (including job search and career advancement);
- b) Identifying and obtaining services for program participants; and
- c) Three (3) month monitoring and evaluation of the program participants' progress.

- 3) **Housing Search and Placement:**
Assist program participants to locate, secure and retain suitable housing.
 - 4) **Credit Repair, Budgeting and Money Management:**
Review client's credit report, review outstanding debt (including judgments) and work with client to create a financial stability plan.
 - 5) **Data Collection and Evaluation:**
Participate in the Pima County Homeless Management Information System (HMIS)
- e. **Homeless Management Information System (HMIS):** ESG funds may be used to support the Pima County HMIS on an agency level usage.

Eligible Activities:

- 1) Cost of hardware, equipment, software, staff for operating HMIS, technical support, service agreements.
- 2) Establishment or use of HMIS comparable database for Victim Service Providers or Legal Services Organizations

5. Other Resources:

- a. <http://www.huduser.org/portal/datasets/il/il2013/2013summary.odn>
- b. http://www.hudhre.info/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf
- c. http://hudhre.info/documents/HEARTH_HomelessDefinition_FinalRule.pdf
- d. https://www.onecpd.info/resources/documents/HomelessDefinition_RecordkeepingRequirementsandCriteria.pdf
- e. http://www.onecpd.info/resources/documents/HomelessDefEligibility%20SHP_SPC_ESG.pdf
- f. http://www.huduser.org/portal/datasets/fmr/fmrs/FY2014_code/2014summary.odn

C. Pima County Outside Agency Program (OA)

The Pima County Board of Supervisors allocates County General Funds to the Outside Agency program which provides grants to meet basic needs for individuals and families including: food, housing and shelter, economic security, mental health, family support, youth prevention and intervention related programs. The program is particularly interested in assuring that services are provided in rural areas outside of the "urban core" and the program expects to serve diverse populations. Preference is given to agency providing services for a minimum of 3 years.

OA Solicitation of Applications will be accepted from any private non-profit corporation, or a unit of government.

The Outside Agency Application shall be for a **two-year funding cycle, however, year two of the funding is not guaranteed**. Programs shall be awarded funds for a one year contract (2014-2015) with one additional year renewal (2015-2016) provided that funds are available, services continue to be needed, contracts compliant.

1. **Service Categories:**

Applications shall be designated into one of the following service categories:

a. **Community Services:**

Programs providing overarching services for the entire County.

b. **Emergency Food and Clothing:**

Programs attending to the immediate needs of food & clothing.

c. **Senior Support:**

Programs providing services for the vulnerable elderly (meals, socialization, recreation, and volunteer coordination)

d. **Support Services, Shelter and Domestic Violence Services:**

Programs providing temporary shelter (for homeless, victims of domestic violence, teens, etc) and programs providing support services (case management, legal assistance, housing location assistance, etc.) and programs focused on preventing homelessness among all vulnerable populations (identify, intervene and transition to permanent affordable housing).

e. **Youth, Young Adults and Family Support:**

Programs aimed at vulnerable and at-risk children, youth, young adults and families.

2. **Fiscal year 2013-14 Awards:** Outside Agency list of awards are available at the following web site: <http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=23268>

D. Other Documents

1. Pima County Annual Action Plan

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=12301>

2. City of Tucson/Pima County Continuum of Care

<http://tpch.info/>

3. Pima County Community Development Target Areas

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=6573>

4. Pima County/City of Tucson Consortium Consolidated Plan

<http://webcms.pima.gov/cms/one.aspx?portalId=169&pageId=12301>