
CITY OF DETROIT, OFFICE OF CONTRACTING AND PROCUREMENT
ON BEHALF OF THE HOUSING AND REVITALIZATION DEPARTMENT (HRD)

**PUBLIC FACILITY REHABILITATION COMMUNITY
DEVELOPMENT BLOCK GRANT 2020-2021**

REQUEST FOR PROPOSALS



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Donald Rencher, Director

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TABLE OF CONTENTS

Introduction	1
Eligible Activities	1
Continued Use Requirement/Change of Use Requirements	2
Record-Keeping and Reporting Requirements	3
Additional Federal Requirements	3
Fair Housing and Equal Opportunity	3
Section 504 Regulations and Handicapped Accessibility	3
Debarred, suspended, and ineligible contractors and subrecipients	3
Lead-Based Paint	3
Conflict of Interest	3
Acquisition and Relocation	4
Federal Prevailing Wages and Federal Labor Standards Provisions	4
Women and Minority Owned Business	4
Environmental Review	4
Funding Available	5
Estimated Awards	5
Program Year Timeline	5
Subrecipient Expectations and Requirements	5
Eligible Items for Public Facility Rehabilitation Projects	6
Application Review Criteria	7
Application Instructions	9
Application Requirements	9
Submission Method	9
Timeline	10
Completeness	10
Procurement and Non Discrimination Notice	10
Grievance, Appeals, and Termination Procedures	10
A. Application Cover Sheet	11
B. Threshold Requirements	12

C. Narrative Questions	13
1. Organizational Experience	13
2. Financial Capacity	15
3. Project Description	17
Checklist of Forms and Attachments	19
Threshold	19
Threshold for All Applicants	19
Required Attachments	19
Organizational Experience	19
Financial Capacity	20
Project Description	20

INTRODUCTION

The U.S. Department of Housing and Urban Development (HUD), along with the City of Detroit Housing Revitalization (HRD) including decreasing the number of people entering the system, shortening the duration of homelessness, and limiting recurrent episodes of homelessness.

In the 2020-2021 and 2021-2022 program year, the City of Detroit seeks to use its Community Development Block Grant (CDBG) Public Facility Rehabilitation ¹(PFR) funds to address the urgent needs of residents who are experiencing homelessness in an emergency shelter setting. The City intends to award up to \$2 million dollars in CDBG PFR funds and up to an additional \$1 million dollars in ESG CARES (ESG-CV) funding to eligible projects described in this RFP. ***Priority will be given to eligible proposals that can address the reduction in shared congregate living conditions while also addressing measures that will be undertaken as a result of COVID-19, address barriers that prevent ADA compliance and new construction for homeless shelters that can demonstrate an increase or expansion in beds and living quarters.***

ELIGIBLE ACTIVITIES

The City of Detroit is seeking proposals from organizations that have skills and expertise in providing emergency shelter services within the City of Detroit.

PFR activities that are eligible for funding include:

1. Creation of new Homeless Shelters
 - The creation of new emergency shelters are projects to establish new shelters within the City of Detroit. Shelters must allow for private or semi-private sleeping quarters, as well as communal space adhering to social distancing guidelines. **This activity can only be funded under CDBG PFR funds.**
2. Existing Homeless Shelter Renovations
 - ESG-CV funds and PFR funds may be used to renovate buildings to be used as emergency shelter for homeless individuals and families and for the operations of emergency shelters. Renovation includes major rehabilitation or conversion of a building intended to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The emergency shelter must serve homeless persons for at least 3 to 10 years, depending on the type of renovation and the value of the building. **Note: Property acquisition and new construction are ineligible ESG-CV activities.** The renovation **MUST** increase capacity at the emergency shelter. Renovations must also adhere to ESG Regulations 24 CFR Part 576 and CDBG Regulations 24 CFR 570.202

The successful proposal(s) will consider the following expectations and guidelines related to requesting funding for public facility rehabilitation:

¹ Public Facility Rehabilitation is broadly interpreted to include all improvements and public facilities that are either publicly owned or that are traditionally provided by the government, or owned by a non-profit, and operated so as to be open to the general public.

- All work cannot commence until the subrecipient agreement is fully executed and a Notice to Proceed is issued by HRD.
- All architectural renderings must be completed and signed off by a State of Michigan licensed architect.
- Subrecipients are required to procure a vendor to perform the project management/construction management of the project and meet the minimum federal procurement standards. This can be found at 2 CFR 200.320.
- All work must be performed by a licensed and bonded contractor.
- The subrecipient will obtain a ***minimum of three bids*** prior to the selection of a general contractor or sub-contractor. A copy of the bid tabulation and procurement is required to be furnished to HRD by the subrecipient.
- City permits will be obtained for all work performed and the cost of permitting will be included within the proposal.
- The subrecipient will pass all required City inspections related to any public facility improvements or new construction that is funded through this solicitation. Proof of inspection certification will be required prior to utilizing any renovation or new construction to benefit clients identified within this proposal.
- The subrecipient funding must clearly demonstrate how new construction or renovation funded through this solicitation will directly serve to de-congregate shelter sleeping and living space in order to prevent the spread of COVID-19 for the homeless population as defined within this solicitation.
- Any new construction or renovation funded through this solicitation will be compliant with the Americans with Disabilities Act (ADA).
- The successful recipient will agree to a lien placed on the property for a period of three to ten years dependent upon the funding source (ESG-3-10 years; CDBG-5 years) from the date of project completion.
- Match of 35 percent of the total project cost will be required for proposals who request funding for new construction. Letters of support, in-kind services, or a combination of other federal, state and local funds will be accepted as proof of match. Applicants that submit a proposal for the rehabilitation of an existing structure are not required to submit a match; however, five (5) additional bonus points will be awarded if an applicant can identify and provide evidence of a 35 percent or higher match.
- The subrecipient of these funds ***must*** be able to demonstrate that all financing and funds are secured. Proof of documentation showing that financing and funds are secured will be required.

CONTINUED USE REQUIREMENT/CHANGE OF USE REQUIREMENTS

Any change in use of a facility or disposition of property acquired or improved in whole or in part with CDBG funds within five (5) years after closeout of the grant project must be made in accordance with the

standards provided in 24 CFR 570.489(j).² If the facility or real property cannot meet a national objective during the five year continued use period the grant must be repaid to the City of Detroit. In the event of a possible change of use in the funded facility, the subrecipient must contact Housing and Revitalization prior to taking any action.

RECORD-KEEPING AND REPORTING REQUIREMENTS

Subrecipients will be required to maintain accurate records documenting that the targeted populations and/or areas are being served by the project, and to provide quarterly reports to the City demonstrating that this requirement is being satisfied. Subrecipients will be required to furnish this information to the City for a period of five (5) years beginning from the date of the executed agreement and shall provide this information to the City at the City's request.

ADDITIONAL FEDERAL REQUIREMENTS

In addition to the record-keeping and reporting requirements outlined above, CDBG and ESG-CV-funded activities are also subject to other federal requirements. Below is a summary of additional federal requirements that may also apply to each proposed project. Subrecipients shall be solely responsible for complying with these and any other applicable federal requirements and shall be responsible for obtaining all of the information necessary to satisfy these requirements.

FAIR HOUSING AND EQUAL OPPORTUNITY

Discrimination on the basis of race, color, national origin, religion, disability, sex, familial status, source of income, age, sexual orientation, and gender identity is prohibited.

SECTION 504 REGULATIONS AND HANDICAPPED ACCESSIBILITY

A recipient is obligated to operate each non-housing program or activity so that, when viewed in its entirety, the program or activity is readily accessible to and usable by persons with disabilities.

DEBARRED, SUSPENDED, AND INELIGIBLE CONTRACTORS AND SUBRECIPIENTS

CDBG funds cannot be provided to debarred, suspended, or ineligible contractors, subcontractors or subrecipients. Subrecipients will be required to perform a debarred search at www.sam.gov.

LEAD-BASED PAINT

CDBG rehabilitation and construction activities must comply with 24 CFR Part 35 and Section 401(b) of the Lead-Based Paint Poisoning Prevention Act

CONFLICT OF INTEREST

CDBG and ESG-CV recipients and subrecipients must comply with procurement requirements found at 2 CFR 200.317-326 and with any other applicable conflict of interest provisions.

² The definition of project closeout is the administrative closeout of the project.

ACQUISITION AND RELOCATION

Acquisition, rehabilitation, and/or demolition activities may be covered under Uniform Relocation Act and/or Section 104 (d) of the Housing and Community Development Act.

FEDERAL PREVAILING WAGES AND FEDERAL LABOR STANDARDS PROVISIONS

Construction projects assisted in whole or in part with CDBG funds must be carried out in compliance with the federal Davis Bacon and Related Acts. Extensive labor standards requirements must be followed. Additional detailed information can be found in the HUD 4010 Federal Provisions document attached to this RFP.

WOMEN AND MINORITY OWNED BUSINESS

The City of Detroit encourages applicants to provide opportunities for minority, women and emerging businesses.

ENVIRONMENTAL REVIEW

Grantees must undertake environmental review in accordance with 24 CFR Part 58. Whereas these may be done by the City, in some situations it will be incumbent upon the Subrecipient to ensure compliance with this requirement.

PART I: PROGRAM AND APPLICATION REQUIREMENTS

FUNDING AVAILABLE

ESTIMATED AWARDS

Proposals must be for a minimum of \$300,000 in CDBG and/or ESG-CV funding. Funding will be awarded based on the quality and quantity of proposals received. Please note, CDBG and ESG-CV grants are administered by the City of Detroit Housing and Revitalization (HRD) Department on a reimbursement only basis.

Disclaimer: The City of Detroit reserves all rights not expressly stated in this RFP, including making no awards, awarding partial funding, or increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other items of any contract resulting from this RFP.

In accordance with City policy, a maximum of 20% of each award may also be allocated to pay for soft costs that are associated with the construction costs – this includes, construction management, architectural and engineering, environmental remediation or abatement, and/or advertisement for procurement. Eligible soft costs cannot be rendered prior to the execution of the contract, environmental review and approval from HRD.

PROGRAM YEAR TIMELINE

The 2020-2021 Program Year commences on July 01, 2020; however, CDBG funds are not anticipated to be released from the U.S. Department of Housing and Urban Development (HUD) until December, 2020. Similarly, the 2021-2022 Program Year will commence on July 01, 2021 with an expected approval and release of CDBG funds in December of 2021. Organizations receiving awards may not obligate or expend any funds until all contract agreements are in place, fully executed and a written Notice to Proceed is issued by HRD. Failure to comply with this procedure could result in voiding any awards issued.

Subrecipient grant terms will not exceed 24-months from the date of the contract being executed. A request for additional time may be considered on a case-by-case basis and must be approved by HRD and be approved by City Council.

SUBRECIPIENT EXPECTATIONS AND REQUIREMENTS

Private, nonprofit, tax-exempt organizations that plan to provide Emergency Shelter are eligible to apply. In order to complete HUD National Objective, all subrecipients are required to identify beneficiary data. All subrecipients must: a) record all client-related data and activity using the CoC established HMIS and have one year's experience using HMIS; b) participate in the CoC through CoC membership; c) participate actively in the community-wide Coordinated Assessment Model (CAM); and d) provide services consistent

with a “Housing First” approach. Subrecipients must also comply with all requirements in their subrecipient agreements. For organizations serving survivors of domestic violence proof of using a comparable database for a minimum of one year is acceptable. Subrecipients must also comply with all requirements in their subrecipient agreements and the City of Detroit’s Economic Development – Public Facility Rehabilitation program policies and procedures.

ELIGIBLE ITEMS FOR PUBLIC FACILITY REHABILITATION PROJECTS

It is also important to note those activities and expenses that are NOT deemed eligible for reimbursement under the Public Facility Rehabilitation RFP. The table below illustrates eligible versus non-eligible CDBG and ESG-CV costs:

Eligible Activities	Ineligible Activities	Other Eligible Costs
<ul style="list-style-type: none"> ● Material; ● Labor; ● Fees & Permits ● Engineering; ● Architects ● Asbestos Survey ● Additional line items - must be approved by HRD 	<ul style="list-style-type: none"> ● General government expenses; ● Political activities; ● Purchase of equipment; ● Construction equipment; ● Fire protection equipment; ● Furnishings and personal property; ● Operating and maintenance expenses; ● New housing construction; ● Income payments 	<ul style="list-style-type: none"> ● Additional soft-costs associated with eligible activities – must be approved by HRD; ● Environmental studies, reports;

APPLICATION REVIEW CRITERIA

Application Section	Total Points Possible
<ol style="list-style-type: none"> 1. Organizational Experience in Addressing Homelessness <ol style="list-style-type: none"> a. Organizational background and services provided b. Strength of Board; Plan to fill vacant positions. c. Characteristic data of the population served based on 2019 data d. HMIS capacity and data quality e. Describe organization’s experience in managing and overseeing new construction or renovations f. Clearly describe organizations prior experience in grant administration in the last three (3) years. Letter of recommendation from previous funder 	30
<ol style="list-style-type: none"> 2. Financial Capacity <ol style="list-style-type: none"> a. Financial management processes, procedures, and staff in place to oversee grant operations and administration b. Clearly describe policies and procedures to ensure timely submission of expenditures and describe accounting principles used c. Can clearly demonstrate a match of 35% (New Construction) and provide source documentation d. Provided documentation to verify leveraged funds that are specific to support the program/project e. Describe financial capacity to pay for costs up front f. Subrecipient performance as assessed by the City of Detroit g. Recommendations and conclusions of most recent desk or formal monitoring visit from the City of Detroit or Department of Housing and Urban Development if applicable h. Tax and audit history; most recent Profit and Loss Statement 	35
<ol style="list-style-type: none"> 3. Program/Project Financial Information <ol style="list-style-type: none"> a. Clearly defined and supported the need for the project and include verifiable, published data b. Thoroughly describe program activities, project scope, and outcomes for the target population c. Clearly defined how the project success will be measured in qualitative and quantitative measurements d. Budget included accurate and completed construction plans and costs. Quality/completeness of construction plans and costs will be considered. 	35

e. Describe if project is shovel-ready and detail proposed timeline	
Points Possible	100 points
Bonus Points	5
Total Points Possible	105

Total potential score for applicants per component is 105 points.

APPLICATION INSTRUCTIONS

APPLICATION REQUIREMENTS

In order for an application to be accepted, the application MUST:

- Meet threshold criteria (as outlined in the **Application Part II; Section B**)
- Include the submission of Part II of this application
- Include all applicable Forms and Attachments (listed in the Checklist section of this document)
- Meet the required deadline of **December 18, 2020 at 10 A.M.**

Please note: The City will require only one application per organization. **Applications that do not meet threshold criteria (see Part II, Section B in the Application) or that do not meet the deadline will not be accepted or considered.**

Applicants must upload attachments and forms per the following instructions. Failure to upload and/or use the correct naming convention will result in a 5 point total reduction in score.

- Each form and attachment must be uploaded individually
- Each form and attachment must be clearly marked with the form or attachment number and document title as written on the attached document checklist (e.g. "A3 IRS Letter")
- Each form and attachment's file name must follow the same naming convention (e.g. A3 IRS Letter).
- The RFP must be uploaded in Microsoft Word Format
- The Proposed Project Budget must be uploaded in Microsoft Excel Format

Important: Failure to follow these instructions will result in a 5 point total reduction in score. Any missing threshold attachments will result in the application not being accepted, while any other missing attachments will result in a 1 point deduction per attachment.

SUBMISSION METHOD

You must register as a supplier (contractor) in Oracle first to gain access to RFP#20EJ18918, **2020-2021 and 2021-2022 Public Facility Rehabilitation**. To register through Oracle please go [here](#). A tutorial on this process can be found [here](#). Additional instructions for Oracle can be found on the City's website at <https://detroitmi.gov/supplier>. **Please note that you must use a Firefox or Chrome web browser; the Supplier Portal does NOT work well with Internet Explorer.**

Proposals must be uploaded into ORACLE and time stamped, no later than December 18, 2020 at 10 A.M. Late submissions will not be accepted.

A Public Recording of submitted proposals takes place via Zoom at 11:00 a.m., December 18, 2020. See Public Notices at <https://detroitmi.gov/departments/housing-and-revitalization-department>

TIMELINE

2020-2021 Public Facility Rehabilitation RFP Application Submission Deadline is 10:00 a.m., December 18, 2020 and must be submitted in Oracle at <https://ebkk.login.us8.oraclecloud.com/>. **Proposals will not be accepted after this time and date.** Mailed, faxed or emailed copies of the proposal will **not be** accepted.

COMPLETENESS

1. **The City will not contact organizations for missing information.** All applications meeting threshold will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall application score and/or result in total disqualification of an application.
2. Organizations are encouraged to begin uploading all required documents prior to deadline to ensure adequate time to address any technical challenges.
3. Any questions regarding application content or process must be submitted via Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Please submit questions to the RFP Messages section in Oracle, no later than November 30, 2020 at 10 A.M.
4. Please review the 2020-2021 Public Facility Rehabilitation RFP *prior* to submitting questions. The City will provide one (1) technical assistance workshop upon release of the RFP. The virtual workshop will be held on November 30, 2020 at 10:00AM-11:30AM via Zoom. The link can be found here: <https://cityofdetroit.zoom.us/j/84869478244>. The workshop will be facilitated by Lindsay Wallace, Housing and Revitalization Department. See Public Notices at:

<https://detroitmi.gov/departments/housing-and-revitalization-department>

The Office of Contracting and Procurement and the Public Facility Rehabilitation and Economic Development Team will host a **Pre-Proposal Conference via Zoom on December 01, 2020 from 10:00 AM to 11:30 A.M.** (Eastern Standard Time)

PROCUREMENT AND NON DISCRIMINATION NOTICE

The City Office of Contracting and Procurement solicitations meets 2 CFR 200.320 Methods for Procurement by competitive proposals. The City does not discriminate on the basis of race, color, creed, national origin, age, disability, sex or sexual orientation. Complaints may be filed with the [Civil Rights, Inclusion, & Opportunity Department](#), Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226 (313) 224-4950, crio@detroitmi.gov.

GRIEVANCE, APPEALS, AND TERMINATION PROCEDURES

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this RFP, the City’s policies, and/or the subrecipient agreement. The termination will follow due process to protect subrecipients’ rights based on the City’s Grievance and/or written policies, subject to the department director’s approval.

PART II: APPLICATION

A. APPLICATION COVER SHEET

1. Applicant Organization Legal Name:
 - a. Indicate any other previously and/or currently used names:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No
11. Number of employees:
12. Number of employees that reside in the city of Detroit:
13. Program Component(s) for which you are applying. Check all that apply.
 - New Construction – Homeless Emergency Shelter
 - Renovation of Existing Structure – Homeless Emergency Shelter
14. Amount of CDBG funds requested:
15. Amount of ESG-CV funds requested:
16. Amount of Total Project:

B. THRESHOLD REQUIREMENTS

The Application must meet the following basic eligibility requirements in order for an application to be accepted and considered for funding. *If the application does not meet the following threshold requirements, the application will not be reviewed or scored.*

1. Submission of a complete application *on time* in response to this RFP for CDBG and ESG-CV FY 2020-2021 funding. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item.
2. Demonstrate at least 1 person who has experienced homelessness is represented on applicant agency's Board of Directors or agree to comply if awarded funds. This person must be clearly marked on the Board of Directors' Roster, evidenced in **Attachment 1**. (See checklist below for details)
3. Board of Directors meeting schedule for the 2020 calendar year as **Attachment 2**.
4. Current participation in the Detroit HMIS system (CoC will confirm).
5. Cash on Hand Certification demonstrating that your organization has the capacity to pay for expenses upfront (**Form 1**).
6. Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. Provide evidence verifying tax-exempt 501(c)(3) status in **Attachment 3** (see checklist for details).
7. At least two (2) years of experience serving vulnerable populations with public funding. If this is your organization's first time applying for CDBG Funds or ESG funds with the City of Detroit, demonstrate through a submission of an award letter(s). **Attachment 4** (see checklist for details).

C. NARRATIVE QUESTIONS

All applicants must complete the questions below. Each response must be 200 words or less; failure to do so will result in a reduction in points.

1. ORGANIZATIONAL EXPERIENCE

a. Provide background on your organization's history and experience serving those at risk of or experiencing homelessness. Outline **ALL** services provided by your organization to this population. In addition, submit the most current **Organizational Chart as Attachment 5**.

b. Describe the strength of your board, including community representation, and number of members bonded. In addition, are there any current vacant positions on your Board of Directors? If so, what is your plan and timeline to fill those vacancies?

c. Please complete the chart below with 2019 demographic information for the current shelter program that will be affected by the renovation.

OR

i. **If applying for new construction only for a shelter that is not currently in operation** you must complete the section below with agency wide demographic data.

Identify if the data is from all persons served by the agency or specific programs:

Agency wide data

Program Specific Data- If so, identify what program(s): _____

Total clients served (adults and children): _____

Single Adult households: _____

Households with Children: _____

Males: _____

Females: _____

Other Gender (Transgender or Gender Non-conforming): _____

Children served 17 and under: _____

Adults served aged 18-24: _____

Adults served aged 24-61: _____

Adults served aged 62 and older: _____

Chronic Households: _____

Veterans: _____

d. Describe your experience with HMIS (or comparable database for DV agencies), including capacity to enter data accurately and timely.

e. Describe your organization's prior experience in grant administration, in the last five (5) years. Specify the funding source and type (i.e. CDBG, ESG, Foundation), year(s) awarded, total amount awarded in the last three (3) years, objectives and outcomes. Submit a recent Letter of recommendation from a previous funder. **Attach and labeled as Attachment 6.**

2. Financial Capacity

a. Describe your organization's fiscal management, including financial reporting, accounting systems used and audit requirements.
b. Briefly describe accounting procedures that would support sufficient segregation of duties, including receipts, expense approvals, ledger postings and account reconciliations:
c. Describe policies and procedures your organization has in place to ensure timely submission of monthly payment packets. Submit a copy of Policies and Procedures as Attachment 7.
d. Subrecipients who are awarded are required to submit proof of payment through a reimbursement process. Submission requesting funding for new construction of homeless shelters are required to submit a match of 35%. Letters of support, in-kind services, or a combination of other federal, state and local funds will be accepted as proof of match. Attach support documentation identifying match in Attachment 8 . Applicants that submit a proposal for rehabilitation of an existing structure are not required to submit a match; however, three (3) additional points will be awarded.
e. Describe the methods and procedures that will be in place to ensure that program costs are reasonable.
f. Briefly describe the financial capacity and provide proof of cash on hand to be able to pay for the costs up front. Complete and submit as Attachment 9.
g. Include any audit findings that have arisen in the past five (5) years and their subsequent resolution or status. Check all that is applicable: <u>Behind on 990 Filings:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Unresolved IRS Findings:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Any outstanding Federal or State Audit Findings, regardless of funding source, or closed audit findings that demonstrate significant fraud or misuse of funds.</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Overdue corrective action responses from the</u>

City of Detroit HRD or Finance audits.

Yes No

*If the answer was “Yes” to any of the items above, explain below. Attach supporting documentation in **Attachment 10** to demonstrate resolution of the situation.

- h. **If the organization has expended more than \$750K in federal funds within the last year, submit documentation of the completed single audit as Attachment 11 with application submission.**

- i. **Other Financial Attachments:** Organizations are also required to submit their current year operating budget and most recent Profit and Loss Statement- refer to **Attachment 12** for more information.

3. Project Description

<p>Shelter Name and Location: Council District: Census Tract:</p>
<p>a. Provide the purpose and objective of the program, the target population, the number of current beds, and the number of clients served over the 2019 calendar year.</p>
<p>b. How many people do you anticipate serving if your application is awarded? The request for funding must demonstrate a quantifiable increase in the number of persons being served.</p>
<p>c. Describe the current population (families, singles, etc.), number of beds, and the layout of the shelter space. How will the above components change as a result of a Public Facility Rehabilitation award?</p>
<p>d. How will the proposed construction project prevent, prepare for, and/or respond to the coronavirus pandemic in your current or future shelter facility?</p>
<p>e. Explain how the building currently complies with ADA requirements and list out any current hazardous conditions or barriers that prevent ADA compliance. Submit most recent Inspection by Fire Marshall. Submit as Attachment 13.</p>
<p>f. How will the proposed project remove ADA barriers to the building? Describe initiatives taken to ensure the facility is brought up to code with local, state and federal requirements. Submit a copy of the most recent City inspection by the Building, Safety Engineering, and Environmental Department (BSEED) as Attachment 14.</p>
<p>g. Describe proposed activity in detail, include all work that is to be performed. Attach any construction documents and renderings that have been completed to date. Submit as Attachment 15</p>

h. Submit cost-estimates from licensed contractor(s) that detail each line item proposed and the total estimate of entire project. Submit the proposed project budget as **Form 3**.³

i. If request for funding exceeds the total amount of project budget, explain and detail sources and uses of funding and that will cover the gap of funding needed for the proposed budget. **Submit Attachment 16**

j. Please provide a detail of milestones and proposed construction timeline and include as **Form 4**.

k. How will your shelter adhere to the Equal Access Rule? Address both involuntary family separation and shelter placement for individuals that identify as transgender.

l. Site Control: Specify how the site is firmly committed for the project. Indicate if the site is owned by the agency, leased or pending purchase by the agency. Attach evidence of site control, long-term lease, or pending purchase agreement. Attach and label as **Attachment 17**.

³ Applicants who are awarded CDBG and/or ESG-CV funds must be able to demonstrate federal procurement standards have been met.

CHECKLIST OF FORMS AND ATTACHMENTS

The checklist below indicates the forms and attachments that must be submitted with the application. Indicated Yes (Y) or No (N) in the “Attached” Column to indicate if a document is attached. *Each Attachment document must be titled with the appropriate number and title (for example – “A3 IRS letter”). Please insert the title at the top of the first page of each attachment as well as label each attachment’s files name using the same naming convention. See bolded text under “Document Description” for document number and title. Any missing attachments will result in a 1 point reduction per missing attachment.*

Attachment or Form #	Document Description <i>(bold lettering indicates number and title of document)</i>	Attached? Y/N
THRESHOLD (applications must meet threshold to be considered for funding)		
THRESHOLD FOR ALL APPLICANTS		
Attachment 1	A1: Board Participation of a Person with Lived Experience of Homelessness – verification of the participation of a board member who is or has experienced homelessness	
Attachment 2	A2: Board of Directors 2020 Meeting Schedule	
Form 1	F1: Cash on Hand Certification	
Attachment 3	A3: IRS letter verifying tax-exempt 501(c)(3) status	
Attachment 4	A4: Proof of 2 years of experience operating programs with public funding as demonstrated by funding letter(s)	
REQUIRED ATTACHMENTS		
ORGANIZATIONAL EXPERIENCE		
Attachment 5	A5: Organizational chart	
Attachment 6	A6: Recent Letter of Recommendation	

Form 2	F2: Certifications and Assurances	
FINANCIAL CAPACITY		
Attachment 7	A7: Policies and Procedures	
Attachment 8	A8: Proof of Match	
Attachment 9	A9: Proof of Cash on Hand	
Attachment 10	A10: Resolution of Findings- Documentation showing status/resolution of any City, HUD and/or IRS findings	
Attachment 11	A11: Recent Single Audit	
Attachment 12	A12: Operating Budget and Profit and Loss Statement	
PROJECT DESCRIPTION		
Form 3	F3: Project Budget – Construction budget that identifies breakdown of line item costs and total project costs	
Attachment 13	A13: Fire Inspection – Most recent inspection completed by the Fire Marshal	
Attachment 14	A14: BSEED City Inspection – Most recent inspection completed by BSEED	
Attachment 15	A15: Construction Plans and Documents – Construction documents, renderings and specifications	

Attachment 16	A16: Funding Sources and Uses – Sources and Commitments identified and provided for total project costs that exceed the request for funding	
Form 4	F4: Project Timeline	
Attachment 17	A17: Site Control – Copy of deed, pending purchase agreement or long-term lease	
Attachment 18	A18: Certificate of Occupancy	
Attachment 19	A18: Emergency Shelter License , copy of 1 st page of Emergency Shelter License stamped by consumer affairs department, or copy of receipt indicating payment of app fee for License (Shelters only)	