



Application Submission

Submit the following on Friday, November 16th from 9 a.m. – 5 p.m.

- One (1) printed application with **original signatures and**
- One (1) **scanned*** copy of the signed original application.

Note: Grants Administration will transfer application from your flash drive at time of submittal.

Submit in person to:

City Hall
City Clerk's Office
175 East 2nd Street
(Use the Public Entrance)

Optional Early Submission

Call **(918) 596-9084** to schedule drop-off.

*If applicants do not have the ability to scan their application, arrangements can be made with Grants Administration to do so.

ANY ARRANGEMENTS MUST BE MADE PRIOR TO NOON ON FRIDAY, NOVEMBER 16TH.

2019 Request for Proposals Emergency Solutions Grant (ESG) Program

The City of Tulsa Grants Administration (GA) is accepting applications from eligible entities. Application submittal deadline is **5:00 p.m., November 16, 2018.**

This packet includes an overview of the grant program, City of Tulsa's Five-Year Community Goals and 2019 - 2020 Priority Needs, application instructions, review criteria, and required forms.

All applicants are required to submit a complete application.

For questions or more information:

Refer to the **City of Tulsa website, Grants webpage** for **Frequently Asked Questions at:**

<http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/rfp-faqs/>

OR

Email to: grantsadmin@cityoftulsa.org

APPLICATION DEADLINE

NOVEMBER 16, 2018

ATTENTION APPLICANTS!



Emergency Solutions Grant Applicants that are applying for either Emergency Shelter or Street Outreach activities may only submit one application per organization.

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ESG Program Overview

Related References: 24 C.F.R. 576 EMERGENCY SOLUTIONS GRANTS PROGRAM authorized by subtitle B of title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378, and Consolidated Submissions for Community Planning and Development Programs, Final Rule, 24 CFR Part 91. For more information, visit <https://www.hudexchange.info/programs/esg/>

Purpose:

- Assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness
- Address the needs of homeless people in emergency or transitional shelters

Eligible Applicants:

- Private non-profit organizations providing assistance to homeless individuals or to prevent homelessness.
- Applicants must be located in the corporate limits of the City of Tulsa

Eligible Activities:

- 1) **Emergency Shelter Component:** costs of providing essential services to homeless families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.
- 2) **Street Outreach Component:** costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility.
- 3) **Homelessness Prevention Component:** provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR 576.2.
- 4) **Rapid Re-housing Assistance Component:** provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing.
- 5) **Non-competitive Components:**
 - a. Homeless Management Information Systems (HMIS) – costs of contributing data to the HMIS agency (3% of grant award)
 - b. Administrative Activities – grant recipient administrative costs related to the planning and execution of ESG activities (7.5% of grant award)

Reporting Requirements for ESG With the acceptance of the Emergency Solutions Grant funds the organization receiving funds agrees to collect extensive client data for reporting The Sharelink/HMIS is a software application designed to record and store client-level information on the characteristics and service needs of those served. HUD requires that ESG Subrecipient’s, excluding victim service providers, use the system in coordination with the Tulsa area HMIS service provider, Community Service Council. ESG Subrecipient’s will be responsible for provider’s service fees. For more information for data requirements go to: <https://www.hudexchange.info/resources/documents/HMIS-Data-Standards-Manual.pdf>

Coordinated Entry System ESG Subrecipient’s must participate in the Tulsa City/County Continuum of Care, otherwise known as A Way Home For Tulsa, Coordinated Entry System developed in accordance with the requirements established by HUD as outlined in 24 CFR 576.400(d).

Match Required: Applicants must match dollar-for-dollar the ESG funding to supplement the ESG program. Matching contributions may be obtained from any source, including any Federal source other than the ESG program, as well as state, local, and private sources. Further guidance on eligible types of matching contributions can be found in 24 CFR 576.201.

Involvement of Homeless Persons: To the maximum extent practicable, the Subrecipient must involve homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

IMPORTANT REMINDERS:

1. **Agencies with unresolved monitoring findings may not be eligible to receive funding.**
2. **For AQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS: Completion of the HUD environmental review process is mandatory before taking a physical action on a site, or making a commitment or expenditure of HUD OR non-HUD funds for property acquisition, rehabilitation, conversion, lease, repair or construction activities. Subrecipients, contractors, owners and developers may not commit or expend funds on projects until the City of Tulsa has completed the environmental review process. ANY OPTIONS TO PURCHASE PROPERTY SHOULD BE CONTINGENT UPON A COMPLETED HUD ENVIRONMENTAL REVIEW COMPLETED BY THE CITY OF TULSA.**

Five Year Community Goals and 2019 Priority Needs

Five Year Community Goals		
1	Goal Name	Acquisition and New Construction of Housing
	Goal Description	Acquisition or new construction of affordable multi-family rental units with special consideration given to housing for seniors and the disabled. Down payment and closing cost assistance for first time homebuyers.
2	Goal Name	Clearance and Demolition
	Goal Description	Clearance or demolition of substandard structures and hazardous contaminants.
3	Goal Name	Economic Development
	Goal Description	Assistance in the form of loans, grants or technical assistance to private for profit entities for creation or retention of jobs or for provision of goods and services. Up to 3 loans or grants specifically to benefit food security initiatives in underserved areas. Technical assistance and training for microenterprise activities.
4	Goal Name	Emergency Shelter
	Goal Description	Shelter operations and services, including food security initiatives, for the homeless and special populations.
5	Goal Name	Housing Rehabilitation
	Goal Description	Rehabilitation of owner occupied housing, multi-family rental housing, and/or single family rental housing.
6	Goal Name	Public Facilities and Infrastructure Improvements
	Goal Description	Acquisition, construction or rehabilitation to public facilities that is not for general government use, including, but may not be limited to, senior centers, parking facilities, building improvements and transportation infrastructure including but not limited to sidewalks, bus shelters and street lighting.
7	Goal Name	Public Services
	Goal Description	Crisis services for children and adults, educational programs, employment training and placement services, senior services, services for homeless, shelter operations and services, transportation services, which include subsidies for fixed route services, and food security in underserved areas.
8	Goal Name	Rental Housing Subsidies
	Goal Description	Rental housing subsidies will assist households become or remain housed.

2019 Priority Needs	
1	Demolition of Substandard Buildings
2	Economic Development
3	Homeless/Special Populations
4	Housing Subsidies/Assistance
5	Housing Acquisition, Construction & Rehabilitation
6	Public Facilities and Infrastructure Improvements
7	Public Services

Application Review Criteria

1. **Section I: Organization Information** – Grants Administration staff will evaluate the proposed program/project and organization's capacity to administer a HUD grant using guidelines specified in OMB Circulars, grant regulations, and Uniform Administrative Requirements. Although no points will be assigned for this part of the review, grant applications may not be recommended for funding if an organization cannot meet the requirements under this section to demonstrate organizational capacity.

- Proposed Program/Project meets a CDBG National Objective or grant-specific objective (ESG/HOME/HOPWA).
- Applicant is an eligible organization
- Organization attachments were included and met application criteria
- Financial demonstrate organization has stable operating funds and adequate cash flow to operate the program until reimbursement of grant funds occurs
- Required financial statements were submitted and audit findings have been cleared
- Organization submitted policies and procedures that meet the grant criteria.
- Organization has experienced staff to operate the propose program or complete the proposed project
 - Previous HUD grant experience
 - Adequate Program/Project Staff
 - Adequate Financial/Fiscal Staff
- Project-specific Attachments were included and met application criteria

2. **Section II: Program/Project Information (13 pts.)**

- 3 pts Clearly defined and supported the need for the program/project and included verifiable, published data sources.
- 3 pts Thoroughly described program activities, project scope, and outcomes for the target population.
- 1 pt Organization has previous experience in operating the program or delivering similar services.
- 3 pts Clearly defined how the program/project success will be measured in qualitative and quantitative measurements (i.e. defined short-term goals that are specific, measurable, attainable, relevant, and time-bound).
- 3 pts Presented realistic long-term expectations and outcomes.

3. **Section III: Program/Project Financial Information (11 pts.)**

- 3 pts Provided justification for the program/project funding request. A financial rationale was provided and included credible and realistic costs.
- 1 pt Provided a realistic timeframe on how funds will be spent.
- 3 pts Described how the program/project will be sustained past the grant cycle.
- 1 pt Budget included accurate calculations
- 3 pts Provided documentation to verify leveraged funds that are specific to support the program/project.

POINTS for a Complete Application: All applications that are not missing any required documentation and that are submitted by the 5 p.m. deadline on Friday, November 16th will be awarded 1 extra point.

APPLICATION INSTRUCTIONS

1. Applications may be downloaded from <http://www.cityoftulsa.org/government/departments/finance/grants/request-for-proposals/>.
2. Submit one (1) printed application with **original signatures and one (1) scanned copy** of the **signed** original application. Applicants should bring the scanned **signed** copy to Grants Administration (GA) on a flash drive. When delivered, GA will transfer the application from the flash drive to our electronic files. If applicants do not have the ability to scan their application, arrangements can be made with GA. **ANY ARRANGEMENTS MUST BE MADE PRIOR TO NOON ON FRIDAY, NOVEMBER 16th.**
3. Use 8½" x 11" paper for original printed copy submittal. Bind the original copy of your application with removable binder clips or paper clips. **Do not use staples. Do not print on both sides. Do not change the default font.**
4. Applications must be concise and complete.
5. Place **Application Checklist** on top of your application (See Appendix 1).
6. A **complete application** consists of the following parts. **SUBMIT IN THIS ORDER:**
 - ▶ **Executive Summary:** Provides overview of program/project requesting funds. Responses may be duplicative of other information in application.
 - ▶ **SECTION I: Organization Information**
 - ▶ **SECTION II: Program/Project Information** - Type and single-space responses. Narrative responses should be concise and complete.
 - ▶ **SECTION III: Financial Information, Budgets and Pro Forma** – Type and single-space responses for the narrative section. Line item budgets and Operating Pro Forma must be prepared on the pages provided and **signed and dated** by the appropriate persons.
 - ▶ **SECTION IV: Certifications** - Ensure the forms are **signed and dated** by the appropriate persons.
 - ▶ **SECTION V: Attachments** – Provide all attachments unless it is listed as optional or is not applicable. Clearly **label all attachments** using a cover page with the original submission. **THE SCANNED COPY SHOULD BE SAVED ON THE FLASH DRIVE IN SEPARATE FILES AND NAMED APPROPRIATELY, i.e. "APPLICATION" OR NUMBER AND DESCRIPTION OF THE ATTACHMENT (1. SAM, 2. INCORPORATION, 3. IRS STATUS, 4. ORG CHART, etc.). Do not save the cover sheet as a separate pdf file.**

**Application Deadline is Friday, November 16th at 5:00 p.m.
Deliver to: City Hall, Public Entrance, 175 East 2nd Street**

IMPORTANT: Unless otherwise noted, all components of the application must be provided, and in the proper order. *If a question or an exhibit is not applicable, note that in the application by designating "N/A" in order for the application to be considered "complete."* **Incomplete applications may not be considered for HUD grants.**

Important Information/Items to Consider

General

- This Request for Proposal (RFP) briefly summarizes some of main requirements for this grant. These requirements are not all inclusive. Potential applicants should consider their **capacity*** and program/project concept in relation to all requirements. It is an applicant's responsibility to thoroughly review all grant regulations and guidance before preparing an application for funding to ensure they have the ability to comply with all Federal requirements and grant regulations.
Note: Resources for grant information is included online at hudexchange.info/programs/esq/.

***CAPACITY:** Demonstrates the ability to carry out the proposed program activities, including 1) meeting stated goals and objectives, 2) maintaining all required documentation, 3) submitting all required reports, 4) adhering to acceptable financial management and recordkeeping, 5) sufficient staff to administer the grant, and 6) staff trained in federal grants.
- The City may request supplemental written information from an applicant concerning the applicant's ability to perform the services, or if the amount awarded is different from the amount requested. If an applicant fails to provide supplemental information within the time stated in the request, the City may refuse to consider the application.
- The City may request an interview with any applicant. If an application is unclear the applicant may be given an opportunity to explain how the application complies with this RFP.
- If an applicant provides false or misleading information, it will be grounds to dismiss their application.
- In cases of doubt or differences of opinion concerning the interpretation of this RFP, the City reserves the exclusive right to determine the intent, purpose, and meaning of any provision in this RFP.
- Successful applicants must certify that they will comply with all applicable Federal regulations, State and City statutes, rules, regulations and record keeping requirements governing the use of grant funds. The applicant selected by the City will be required to enter into a written agreement requiring compliance with the application and any modifications and conditions imposed by the City including grant terms applicable to the program/project. If awarded a grant, it is the responsibility of the applicant to understand and comply with a written agreement and federal regulations. (See Section IV - Certification Forms)
- Funds will be available upon completion of all regulatory requirements for use of federal funds including, but not limited to, completion of a HUD Environmental Review. If awarded, grant funds may be reimbursed from the effective date of a contract, but will not be disbursed to the awardee until the grant written agreement is executed by both parties.
- If an acquisition and/or rehabilitation project is proposed, the applicant can have no financial or legal commitment to purchase or begin rehabilitation.
- **ACQUISITION, REHABILITATION, OR CONSTRUCTION PROJECTS CANNOT START UNTIL THE CITY HAS CONDUCTED A HUD ENVIRONMENTAL REVIEW. AGENCIES FAILING TO WAIT UNTIL THE HUD ENVIRONMENTAL REVIEW IS COMPLETE WILL FORFEIT THE ALLOCATED FUNDS.**
- If the current application requires any future grant funds for completion, applicant must clearly identify what costs are anticipated.

DUNS Number

This is a nine-digit number in a data universal numbering system that identifies business entities on a location-specific basis. A DUNS number is mandatory to receive a federal grant. If you do not have a DUNS number you can register with Dun and Bradstreet at <http://fedgov.dnb.com/webform> (can take up to 30 days to complete) or by calling **866-705-5711** (takes 10-15 minutes to complete).

Important Information/Items to Consider (continued)

System for Award Management (SAM)

The System for Award Management (SAM) includes information regarding entities debarred, suspended, proposed for debarment, excluded or disqualified under the non-procurement common rule, or otherwise declared ineligible from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits. In order to be eligible to receive a grant, applicants must register on SAM. Registration must be renewed and revalidated at least every 12 months. To register go to www.sam.gov and create an account by clicking the "Create User Account" and follow the directions. You will need your DUNS number and about 30 minutes to complete the process. If you need help call **1-866-606-8220**. Registration is FREE.

Relocation of Occupants and URA Requirements

An acquisition or rehabilitation project may trigger Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) requirements even when it may seem they are unrelated. It is important to have a clear understanding of these and other important terms as defined in the URA and the regulations. The phrase "program or project" is defined in 49 CFR Part 24 as, "any activity or series of activities undertaken by a federal agency or with federal financial assistance received **or anticipated** in any phase of an undertaking in accordance with the federal funding agency guidelines."

Generally, a displaced person under the URA is an individual, family, partnership, association, corporation, or organization, which moves from their home, business, or farm, or moves their personal property, as a direct result of acquisition, demolition or rehabilitation for a federally funded project. Displaced persons are eligible for relocation assistance under the URA.

The URA regulations require three notices to be issued to eligible persons. These notices provide important information about the project, the affected persons' resulting rights, their protections, and their eligibility for relocation assistance and payments under the URA. It is critical for agencies to issue appropriate notices to affected persons at the appropriate time and one of the first notices **must be issued at the time a project application** is submitted to the City of Tulsa. Refer to the *Tenant Assistance, Relocation and Real Property Acquisition Handbook* (HUD Handbook 1378.0) for more information on this topic.

(https://portal.hud.gov/hudportal/HUD?src=/program_offices/administration/hudclips/handbooks/cpd/13780)

Any application for HUD funds must contain an accurate determination of the number of households or businesses to be potentially displaced, their incomes, and an estimate of relocation costs associated with the project. Early in the process of project planning, relocation concerns must be explored so decisions about rents, construction timing (phasing), and project feasibility can be fully explored.

Construction Projects & Federal Wage Rates

For construction projects over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved in a single undertaking). These rates are established by specific trades (examples: plumbers, electricians, carpenters, laborers, etc.) and are based on either a "residential" or "commercial" rate. Generally, these wages are higher than accepted local rates. This may increase the cost of the project since these workers must be paid Federal Davis-Bacon wages on the entire project, not just the portion funded by HUD. There is also additional record keeping requirements for the contractor and City staff must conduct site interviews with employees while the work is underway.

Lead-Based Paint

For any project involving an existing residential structure that was built before 1978, the project must meet the requirements of the HUD regulation to control lead-based paint hazards in housing receiving federal assistance, 24 CFR Part 35. This regulation, effective September 15, 2000, establishes procedures for evaluating whether a lead-based paint hazard may be present, controlling or eliminating the hazard, and notifying occupants of what was found and what work was done in such housing. City staff will provide technical assistance in determining the regulations that apply and the required lead abatement process. However, the applicant is responsible for conducting all required lead-based paint abatement procedures, and should accommodate these activities in the project.

Important Information/Items to Consider (continued)

Demographics

Reporting requirements for HUD grants will involve data collection of demographic information for each person served such as those that follow. Depending on the type of grant, some reporting requirements are more extensive.

1. **Income categories** (MFI = Median Family Income):
 - Extremely Low (0% to 30% of MFI)
 - Low (31% to 50% of MFI)
 - Moderate (51% to 80% of MFI)
 - Non Low to Moderate (greater than 80% MFI)

3. **Gender:**
 - Male
 - Female

4. **Race and ethnicity:**

Racial Categories:

 - American Indian/Alaska Native
 - Asian
 - Black/African American
 - Native Hawaiian/Other Pacific Islander
 - White
 - American Indian/Alaska Native AND White
 - Asian AND White
 - Black/African American AND White
 - American Indian/Alaska Native AND Black/African American
 - Other Multi-Racial

Ethnic Designations:

 - Hispanic/Latino
 - Not Hispanic/Latino

Note: Ethnic categories such as Hispanic and Latino cut across all races. Persons reporting Hispanic or Latino must also select a race.

Low and Moderate-Income Guidelines

Activities for participants funded with HUD awards must meet low or moderate-income guidelines as determined by HUD. The current income guidelines for the City of Tulsa are as follows:

2018 ESG Income Limits

Category	Number of Persons in Household							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Extremely Low Income (0-30% of MFI)	\$14,150	\$16,460	\$20,780	\$25,100	\$29,420	\$33,740	\$38,060	\$42,380
Very Low Income (31-50% of MFI)	\$23,500	\$26,850	\$30,200	\$33,550	\$36,250	\$38,950	\$41,650	\$44,300
Low Income (51-80% of MFI)	\$37,600	\$43,000	\$48,350	\$53,700	\$58,000	\$62,300	\$66,600	\$70,900
NON Low/Mod Income (> 80% of MFI)	>\$37,600	>\$43,000	>\$48,350	\$53,700	>\$58,000	>\$62,300	> \$66,600	> \$70,900

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as established by the Department of Health and Human Services (HHS), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low (30%) income limits may equal the very low (50%) income limits.

Important Information/Items to Consider (continued)

Reporting Requirements for ESG

ESG Subrecipient's must either participate in the Homeless Management Information System ("HMIS"), or victim service providers must have a comparable database, in accordance with HUD's standards on participation as outlined in 24 CFR 576.400(f). All reporting must meet the following requirements:

1. Meet the HMIS Data and Technical Standards to record and analyze client, service and housing data, as applicable, for individuals and families experiencing homelessness or are at risk of homelessness.
2. Include client-level data over time (*i.e.* longitudinal data) to generate unduplicated aggregate reports based on the data.
3. Include all of the *Universal Data Elements* and *Program-Specific Data Elements*, as outlined in the HUD HMIS Data Standards Manual, located on the [HUD Exchange website](#), applicable to the specific program type being funded with ESG.
4. Retain an auditable history of all entries, including the person who entered the data, date of entry, and the change made.