



The City of
MONTGOMERY
AND
MONTGOMERY
COUNTY



Consolidated Homeless
Services Center
Request for Proposal
(RFP NO. P23-72)

**QUALIFIED ORGANIZATIONS TO SERVE AS THE
DESIGNER, IMPLEMENTER, & CASE MANAGEMENT
PROVIDER/OPERATOR FOR A
CONSOLIDATED HOMELESS SERVICES CENTER**

ISSUED: WEDNESDAY, MAY 10, 2023
SUBMITTAL DEADLINE: MONDAY, JUNE 19, 2023

Wednesday, May 10, 2023

1.0 General Information and Background

a. What is a Consolidated Homeless Services Center?

A Consolidated Homeless Services Center (CHSC) in Montgomery, Alabama is designed to be the first step in the continuum of assistance to prevent and end homelessness and to enable homeless individuals and families to move toward independent living. The City of Montgomery (“City”) and Montgomery County, Alabama (“County”) are seeking a qualified organization to serve as the designer, implementer and case management provider/operator for a CHSC. The reasons/purposes for establishing a consolidated center are as follows:

- To reduce administrative burden on partners while allowing more resources and time to be allocated to direct homeless services through the issuance of a coordinated Request for Proposals;
- To develop consistent policies and procedures across municipal and county boundaries to allow for more effective and efficient programs and services; and
- To increase efficiency and reduce the duplication of administrative efforts across municipal and county government.

b. CHSC Program Philosophy

The CHSC encourages providers to follow the Housing First Principles established by the Montgomery Continuum of Care (MGM CoC), when appropriate, to ensure a systematic approach to ending homelessness. Housing First is an approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements.

The outcomes that the consolidate center hopes to achieve through effective programming, include, but are not limited to the following:

- Increased program exits to permanent housing;
- Increased client participation in mainstream resources;
- Decreased length of shelter stays;
- Elimination or reduction of repeated episodes of homelessness;
- Increased income (employment and/or benefits) to clients; and
- Decreased shelter program entries because of prevention or diversion efforts.

c. CHSC and Montgomery Thrive ARPA Funding

A CHSC will provide direct services and resources to homeless clients in crisis in one facility. This consolidated center will serve as a hub for a minimum of five (5) organizations that provide direct services to support communities in ending homelessness. Shelter services may be located in a separate location, but must communicate directly with the CHSC. Funding may be provided to local governments and nonprofits. CHSC's will respond to the immediacy and urgency of homelessness and ensure that everyone has a safe and appropriate place to live. Consideration will only be given to organizations that have consolidated MOU agreements signed by the participating onsite organizations. Onsite organizations should provide essential services at least 4 days a week to be considered an onsite partner. CHSC program requirements are derived from federal program rules and regulations, unless otherwise specified.

Through this RFP, funding may be available for local government and NPOs for:

- Rehabilitation or conversion of buildings for use as direct services for the homeless;
- Payment of certain expenses related to operating a consolidated center for direct services;
- Essential services related to street outreach for the homeless; and
- Homelessness prevention and rapid re-housing assistance.

d. CHSC and MGM CoC

The CHSC consults with the MGM CoC on the following:

- How to allocate ARPA Funds received;
- Developing performance standards for and evaluating the outcomes of services, projects, and activities; and
- Ensuring that all organizations receiving funds are utilizing the Coordinated Entry System established by the MGM CoC.

e. CHSC and the Office of Housing & Community Development

Montgomery Thrive is responsible for CHSC program design and as such is responsible for the following:

- Issuing CHSC Requests for Proposals;
- Coordinating and managing the CHSC application review process;
- Conducting application workshops to prepare applicants to apply for CHSC funding;

- Developing and updating CHSC policies and procedures; and Conducting program implementation workshops; and
- Developing materials to ensure compliance with regulations and requirements, such as the following:
 - Eligibility and Documentation Forms;
 - Contract Templates; and
 - Monitoring Tools.

2.0 Application, Approval Process and Submission Deadlines

- RFP released on May 10, 2023
- Virtual Pre-Bid Workshop will take place on May 17, 2023 at 11:00am
 - Join the Workshop using the following link:
 - <https://us02web.zoom.us/j/4835917018?pwd=eTh1S2QydTJhMnhRNkVZcGdxV2NlZz09>
 - Meeting ID: 483 591 7018
 - Passcode: 160003
- RFP questions can be submitted by or before June 5, 2023
- Proposal submission deadline is June 19, 2023
- Proposal review process will take place from June 20, 2023 through June 30, 2023
- If needed, interviews will take place virtually from June 26, 2023 through June 30, 2023
- Conditional funding award(s) anticipated by or before July 31, 2023
- One year contract execution is anticipated within 60 to 90 days of conditional award

a. How Will Funding Decisions be Made?

Proposals will undergo an evaluation process conducted by a review committee (“Committee”). The Committee will develop a score for each proposal based on a combination of experience, staffing and cost as follows:

Proposals will be evaluated based on the following criteria:

- Proposal complete, meets all requirements, and demonstrates innovate programming frameworks - 20 points
- Experience with other federally funded programs/References - 20 points
- Staffing Plan, with an emphasis demonstration on established partnerships, joint staffing, and consolidation plan - 25 points
- Performance measures for timeliness, participant satisfaction - 20 points
- Cost of proposal - 15 points

b. Interviews

The City reserves the right to determine whether interviews will be necessary and the number of proposers to be interviewed. If the City deems interviews necessary, selected proposers will be notified. The Proposer's primary contact, as well as other key personnel must be present and participate in the interview. The purpose of the interview is to further document the Proposer's ability to provide the required services and to provide the Committee with an understanding of how the program will be implemented and specific services will be furnished.

c. Questions

Please direct all questions regarding this RFP to Montgomery Thrive with Eddie Compton, Montgomery Senior Policy Advisor, carbon copied at the following email addresses: questions@montgomerythrive.org and ecompton@montgomeryal.gov

3.0 CHSC Program Eligibility

a. Eligible Applicants

All units of general local government and non-profit organizations that provide services to the homeless are eligible to apply for CHSC funds. Private non-profit organizations must have a 501(c) 3 certification and be registered in the State of Alabama as a charitable organization. If the Subrecipient is a unit of general-purpose local government, its funds cannot be used to replace funds the local government provided for direct services, street outreach, and emergency shelter services during the immediately preceding 12-month period, unless determined that the unit of general purpose local government is in a severe financial deficit.

In addition to meeting basic eligibility requirements, applicants must meet minimum threshold requirements established by the federal government, which are detailed in this RFP.

CHSC eligible applicants are referred to as Subrecipients/Contractors throughout this policy and procedures manual. Subrecipients/Contractors awarded funds through the CHSC may use funds for four program components: direct services, street outreach, emergency shelter, rapid re-housing (tenant-based only), and Homeless Management Information System (HMIS).

b. Eligible Activities

The four program components and the eligible activities that may be funded under each are defined and described as follows:

1. Direct Services

CHSC funds may be used for emergency shelter, hygiene facilities, housing, and related services to assist individuals and families experiencing homelessness or who are at imminent risk of experiencing homelessness, except day centers.

2. Street Outreach Component

CHSC funds may be used for 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. The eligible costs and requirements for essential services consist of engagement, case management, emergency health and mental services, transportation, and services for special populations.

CHSC funds may be used only for these services to the extent that other appropriate funding sources for these services are inaccessible or unavailable within the community.

3. Emergency Shelter Component

CHSC funds may be used for 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. An emergency shelter is any facility whose primary purpose is to provide a temporary shelter for the homeless in general or for specific populations of the homeless and which does not require occupants to sign leases or occupancy agreements.

- **Essential Services** - CHSC funds may be used to provide essential services to individuals and families who are in an emergency shelter. Essential services, includes the following services: case management; childcare; education services; employment assistance, and job training; outpatient health services; legal services; life skills training, mental health services, substance abuse treatment services and transportation and services for special populations.

- **Renovation** - Eligible costs include labor, materials, tools, and other costs for renovation (including major rehabilitation of a consolidated center or conversion of a building into a consolidated center). The consolidated center must be owned by a government entity or private nonprofit organization. CHSC funds may only be used for these services to the extent that other appropriate renovation funds are unavailable or inaccessible within the community.
- **Shelter Operations** - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, staffing 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.

4. Rapid Re-Housing and Rental Assistance Component

- a) **Rapid Rehousing** - CHSC funds may be used to 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. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria of the “homeless” definition or who meet the criteria under the “homeless” definition and live in an emergency shelter or other place of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements, the short- and medium-term rental assistance requirements, and the written standards and procedures established under. Eligible costs include:

(i) **Financial Assistance**

- ***Security deposits*** - CHSC funds may pay for a security deposit that is equal to no more than one (1) months’ rent;
- ***Moving costs*** - CHSC funds may pay for moving costs, such as truck rental or hiring a moving company; and
- ***Rent*** - CHSC funds may be used to provide up to 24 months of rental assistance during any three-year period. Project based rental assistance is allowed, provided that the property is not owned by the Sub recipient/Contractor.

(ii) Services Costs

CHSC funds may be used to pay the costs of providing the following services:

- ***Housing Search and Placement*** - Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing;
- ***Housing Stability Case Management*** - CHSC funds may be used to pay the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. **This assistance cannot exceed 30 days** during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing; and
- ***Credit Repair*** - CHSC funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.

c. **HMIS Component**

CHSC funds may be used to contract with a provider of HMIS services, and to support Subrecipients' cost of using HMIS to input and manage data associated with program sub recipients. Activities funded under this section must comply with HUD's standards on participation, data collection and reporting under a local HMIS. Each of these costs are described below:

1. **HMIS Lead Eligible Costs**

The Subrecipient may use CHSC funds to pay the costs of contributing data to the HMIS designated by the MGM CoC for the area, including the costs of:

- Purchasing or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS;

- Paying for operating HMIS, including:
 - Completing data entry;
 - Monitoring and reviewing data quality;
 - Completing data analysis;
 - Reporting to the HMIS Lead;
 - Training staff on using the HMIS or comparable database; and
 - Implementing and complying with HMIS requirements;
- Paying costs of staff to travel to and attend HUD-sponsored and HUD approved training on HMIS;
- Paying staff travel costs to conduct intake; and
- Paying participation fees charged by the HMIS Lead, if the Subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

2. Other Subrecipient's HMIS Eligible Costs

Paying salaries for HMIS tasks relating to:

- Completing data entry;
- Monitoring and reviewing data quality;
- Completing data analysis;
- Training staff on using the HMIS or comparable database;
- Implementing and complying with HMIS requirements; and
- Purchasing or leasing computer hardware, software and/or software licenses.

If the Subrecipient is a victim services provider or a legal services provider, it may use funds to establish and operate a comparable database that collects Subrecipient-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

3. General restrictions

Activities funded under this section must comply with HUD's standards on participation, data collection, and reporting under a local HMIS.

d. Ineligible Activities and Assistance

Ineligible activities that cannot be funded with CHSC include, but are not exclusive to:

- Day centers
- Replacement of existing mainstream resources;

- Payments made directly to program participants;
- Mortgage assistance for program participants;
- Payment of rent for eligible individuals or families for the same period and for the same cost types being assisted through any other federal, state, or local housing subsidy program;
- Rental arrear payments;
- Utility arrear payments;
- Payments on credit card bills or other consumer debt, including child support or garnishments;
- Provision of cash assistance;
- Bad debts/late fees;
- Depreciation;
- Rental assistance longer than 24 months;
- Payment of credit arrears (credit cards, loans, etc.);
- Payment of costs of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons; **and**
- Payment for religious activities (**Note:** While organizations that are religious or faith-based are eligible to receive CHSC funds, religious activities must be conducted separately, in time and location, from CHSC-funded activities and participation must be voluntary for program participants).

e. Eligible Program Participants

Individuals and families who meet HUD’s definition of Homeless (as defined by The McKinney-Vento Act) are eligible to receive services through the CHSC. Generally, these include individuals and families who are:

- Category 1: Literally Homeless (living on the street or in emergency shelter);
- Category 2: Imminently Homeless (within 14 days);
- Category 3: Unaccompanied youth/families who meet other Federal homeless definition (must also meet additional criteria for HUD, similar to 2); and
- Category 4: Fleeing/attempting to flee Domestic Violence

The following table identifies the programs for which program participants are generally eligible.

| Program Eligibility by Program Type | | | | |
|--|-------------------|-------------------|-------------------|-------------------|
| Program | Category 1 | Category 2 | Category 3 | Category 4 |
| Street Outreach | X | | | |
| Emergency Shelter | X | X | X | X |
| Rapid Rehousing | X | | | X |

The eligibility process includes an initial phone or in person screening to determine whether the applicant meets one of HUD's categorical definitions of homeless.

Eligibility determinations must be documented in client files preferably through third-party documentation. Subrecipients/Contractors are required to participate in and comply with the MGM CoC's Coordinated Entry Process including utilizing standard MGM CoC assessment tools and protocols. Subrecipients may choose to utilize a different intake and assessment system for victims of domestic violence and other crimes where safety is a predominant concern. Within the program types eligible under the CHSC, there shall be additional participant eligibility criteria and recordkeeping requirements (see **Section IV: Eligible Activity Specific Standards**).

f. Determinations of Ineligibility

A record must be kept for determinations of ineligibility for each individual and family determined to be ineligible for CHSC funds, and the reason for the determination must be documented.

4.0 CHSC Administrative Requirements

1. Written Standards for Providing Homeless

Subrecipients must adhere to all CHSC administrative requirements and program specific standards referenced in this RFP when providing CHSC assistance and must consistently apply the program specific standards to all program participants. In addition, Subrecipients are required to create and maintain an operation manual that details CHSC program and contract expectations for staff and volunteers. The operations manual should include program specific rules, eligibility requirements, expectations and outcomes as outlined in this RFP.

2. Participation in the Coordinated Entry System

All CHSC providers within the MGM CoC service area must coordinate and integrate to the maximum extent practicable, CHSC funded activities with other programs targeted to people experiencing homelessness in MGM CoC area to provide a strategic, community-wide system to prevent and end homelessness. The Montgomery Coordinated Entry System is designed to:

- Allow anyone who needs assistance to know where to get help, to be assessed in a standard and consistent way, and to connect with the housing/services that best meet their needs;

- Ensure clarity, transparency, consistency and accountability for homeless clients, referral sources and homeless service providers throughout the assessment and referral process;
- Facilitate exits from homelessness to stable housing in the most rapid manner possible given available resources;
- Ensure that clients gain access as efficiently and effectively as possible to the type of intervention most appropriate to their immediate and long-term housing needs;
- Ensure that homelessness prevention, diversion, and housing services are easily accessed by individuals and families seeking housing or services; and
- Ensure that people who have been homeless the longest and/or are the most vulnerable have priority access to scarce permanent supportive housing resources.

CHSC Subrecipients/Contractors will be required to cooperate with the Montgomery Coordinated Entry System, by first **establishing a staff member as a point of contact** for the Montgomery Coordinated Entry System. The Subrecipient contact person should be in a position that is familiar with organizational resources and up to date on current organizational capacity to accept and serve clients. This contact should also be able to provide information to the Montgomery Coordinated Entry System on what current programs and resources are available to homeless households seeking assistance. The Subrecipient point of contact will also be responsible for ensuring the Subrecipient's compliance with the following:

- Ensuring that written standards for client eligibility and screening are established for each CHSC project for which the Subrecipient has received funding;
- Communicating with MGM CoC regarding Subrecipient open shelter beds and Rapid Rehousing available;
- Ensuring that the Subrecipient organization is using MGM CoC standardized assessment tools and forms for all its CHSC funded projects;
- Supporting the Subrecipient's participation in the Coordinated Entry System by ensuring that the appropriate staff person (s) from the Subrecipient organization is participating (in person or via conference call) in bi-weekly case conferencing for families, Veterans and Chronically homeless individuals; and
- Ensuring that at least one staff member from the Subrecipient organization attend training sessions provided or hosted by the Coordinated Entry System and that the training information materials are shared with all staff working on CHSC Subrecipient funded project(s).

c. Scope of Work Changes

All scope of work/work plan changes require CHSC approval. Submit a Work Plan Amendment Request form to your CHSC Project Officer. At the discretion of the CHSC, additional information may be required. Amendments may be requested by the Subrecipient/Contractor and are required when there is a shift in program delivery, the actual number of households/people served greatly exceeds expectations; or if there are unexpected changes in demographics, such as a larger subpopulation than projected, is requesting and needing resources.

d. Reporting Requirements

1. **CHSC Reporting**

The Subrecipient/Contractor is required to submit CHSC Quarterly Progress Reports. Reports shall be due on the following dates:

- October 15th (for the period of July 1 – September 30)
- January 15th (for the period of October 1 – December 31)
- April 15th (for the period of January 1 – March 31)
- July 15th (for the period of April 1 – June 30)

All reports shall be submitted to the City and County and Designated Representatives.

e. Homeless Participation

Subrecipients must provide for the participation of not less than one homeless individual or formerly homeless individual on board of directors or other equivalent policy-making entity of the Subrecipient, to the extent that the entity considers and makes policies and decisions regarding any facilities, services, or other assistance that receive funding under CHSC. To the maximum extent practicable, the Subrecipient must involve homeless individuals and families in constructing, renovating, maintaining and operating facilities assisted under CHSC. This involvement may include employment of volunteer services.

f. Case Management Standards

CHSC Subrecipients/Contractors will provide case management services to clients, or ensure that clients have access to these services through another agency, while ensuring the following is accomplished:

- CHSC Subrecipients/Contractors will develop and implement a set of written policies and procedures that clearly delineate the provision of case management services to include what specific services are to be provided, how they are to be provided, and by whom;

- As a part of case management services, CHSC Subrecipients/Contractors will ensure that a housing and services plan is completed for all program participants. The plan is intended to be a guide for both the program participant and the Subrecipient/Contractor. It should focus on obtaining or maintaining housing with defined goals, outcomes and timelines. The plan should also identify needed community resources, referrals to partnering agencies especially for mainstream benefits, budget education and tenant education;
- Information about how to access all case management services will be posted conspicuously in each facility. Case management services shall include, but are not limited to the following:
 - Conducting initial evaluations to determine client eligibility for services;
 - Assisting clients to obtain Federal, State and local benefits;
 - Monitoring and evaluating program participant progress;
 - Providing information and referrals to other providers; and
 - Developing an individualized service plan, including a path to permanent housing stability.
- CHSC Subrecipients/Contractors are required to post information designed to help resident's access job training and employment opportunities, health, mental health and substance abuse treatment, and food/soup kitchen resources;
- CHSC Subrecipients are required to maintain confidential records to document services and referrals provided to each resident;
- CHSC Subrecipients/Contractors are required to monitor the delivery of case management services provided by their partner agencies to ensure compliance with CHSC case management requirements; and
- CHSC Subrecipients/Contractors will make available to City and County Representatives and case management records/files upon request.

5.0 Coordination Requirements

a. Connecting Program Participants to Mainstream and Other Resources

Subrecipients/Contractors must assist each program participant, as needed, to obtain:

- Appropriate supportive services, including assistance in obtaining permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services essential for achieving independent living; and
- Other Federal, State, local, and private assistance available to assist the program participant in obtaining housing stability, including:
 - Medicaid (42 CFR chapter IV, subchapter C);
 - Supplemental Nutrition Assistance Program (7 CFR parts 271–283);

- Women, Infants and Children (WIC) (7 CFR part 246);
- Federal-State Unemployment Insurance Program (20 CFR parts 601–603, 606, 609, 614–617, 625, 640, 650);
- Social Security Disability Insurance (SSDI) (20 CFR part 404);
- Supplemental Security Income (SSI) (20 CFR part 416);
- Child and Adult Care Food Program (42 U.S.C. 1766(t) (7 CFR part 226));
- Other assistance available under the programs listed in § 576.400(c).

b. Coordination Among Homeless Assistance Providers

Subrecipients must coordinate and integrate, to the extent possible, their CHSC-funded assistance with other programs serving homeless and at-risk of homelessness people within their service area to prevent and end homelessness for that area. These programs include:

- Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals (24 CFR part 882);
- HUD—Veterans Affairs Supportive Housing (HUD–VASH) (division K, title II, Consolidated Appropriations Act, 2008, Pub. L. 110–161 (2007), 73 FR 25026 (May 6, 2008));
- Education for Homeless Children and Youth Grants for State and Local Activities (title VII–B of the McKinney Vento Homeless Assistance Act (42 U.S.C. 11431 *et seq.*));
- Grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act (42 U.S.C. 290aa–5));
- Healthcare for the Homeless (42 CFR part 51c);
- Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act (42 U.S.C. 5701 *et seq.*));
- Projects for Assistance in Transition from Homelessness (part C of title V of the Public Health Service Act (42 U.S.C. 290cc–21 *et seq.*));
- Services in Supportive Housing Grants (section 520A of the Public Health Service Act); Emergency Food and Shelter Program (title III of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11331 *et seq.*));
- Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act (42 U.S.C. 13975));
- Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act (38 U.S.C. 2021);
- Domiciliary Care for Homeless Veterans Program (38 U.S.C. 2043);
- VA Homeless Providers Grant and Per Diem Program (38 CFR part 61);
- Health Care for Homeless Veterans Program (38 U.S.C. 2031);

- Homeless Veterans Dental Program (38 U.S.C. 2062);
- Supportive Services for Veteran Families Program (38 CFR part 62); and
- Veteran Justice Outreach Initiative (38 U.S.C. 2031).

c. Coordination with Housing Providers

The Subrecipient/Contractor must coordinate and integrate, to the maximum extent practicable, CHSC funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Examples of these programs include: Public housing programs assisted under section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437g) (24 CFR parts 905, 968, and 990);

- Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S.
- Housing Act of 1937 (42 U.S.C. 1437f) (respectively 24 CFR parts 982 and 983);
- Supportive Housing for Persons with Disabilities (Section 811) (24 CFR part 891);
- HOME Investment Partnerships Program (24 CFR part 92);
- Temporary Assistance for Needy Families (TANF) (45 CFR parts 260–265);
- Health Center Program (42 CFR part 51c);
- State Children’s Health Insurance Program (42 CFR part 457);
- Head Start (45 CFR chapter XIII, subchapter B);
- Mental Health and Substance Abuse Block Grants (45 CFR part 96); and
- Services funded under the Workforce Investment Act (29 U.S.C. 2801 *et seq.*).

6.0 Affirmative Outreach

Subrecipients/Contractors must make known that the use of the facilities, assistance, and services are available to all on a non-discriminatory basis. If it is unlikely that the procedures that Subrecipient intends to use to make known the availability of facilities, assistance, and services will reach persons of any particular race, color, religion, sex, age, national origin, familial status, or disability who may qualify for those facilities and services, Subrecipients must establish additional procedures that ensure that those persons are made aware of the facilities and services, Subrecipients must establish additional procedures that ensure that persons are made aware of the facilities, assistance, and services. Subrecipients must take appropriate steps to ensure that effective communication with persons with disabilities including, but not limited to, adopting procedures that will make available to interested persons information concerning the location of assistance, services and facilities that are accessible to persons with disabilities. Consistent with Title VI and Executive Order 13166, Subrecipients are also required to take reasonable steps to ensure meaningful access to programs and activities for Limited English Proficiency (LEP) Persons.

7.0 Non-Discrimination and Equal Opportunity

CHSC Subrecipients/Contractors are required to comply with all state and federal statutes relating to non-discrimination. Any of the following actions based on race, color, national origin, religion, gender, familial status, gender identity or handicap status are not permitted:

- Refuse to rent housing or provide services;
- Make housing or services unavailable;
- Deny a dwelling or service;
- Set different terms, conditions, or privileges for rental of a dwelling or obtaining services;
- Provide different housing services or facilities or different services;
- Falsely deny that housing is available for inspection or rental or that services are available; and
- Deny anyone access to a facility or service.

8.0 Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity

On February 3, 2012, HUD published a final rule in the Federal Register entitled Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity. This rule applies to all McKinney-Vento funded housing programs, as well as to other housing assisted or insured by HUD. This rule prohibits considering a person's marital status, sexual orientation, or gender identity (a person's internal sense of being male or female) in making homeless housing assistance available. The rule can be found in the Federal Register of February 3, 2012, p 5662. It includes provisions that:

- Require entities assisted by HUD to make housing available without regard to actual or perceived sexual orientation, gender identity, or marital status.
- Clarify that the definition of "family" and "household", which identifies who is eligible for HUD's core programs, includes persons regardless of actual or perceived sexual orientation, gender identity, or marital status; and
- Prohibit HUD-assisted entities from inquiring about an applicant's or occupant's sexual orientation or gender identity for determining eligibility or otherwise making housing available.

9.0 Organizational Conflicts of Interest

The provision of any type or amount of CHSC assistance may not be conditioned on an individual's or family's acceptance or occupancy of emergency shelter or housing owned by the Subrecipient, or a subsidiary of the Subrecipient. CHSC Federal Funds (Funds) may not be used to pay rent for program participants occupying units owned by a CHSC Subrecipient/Contractor.

10.0 Drug-Free Workplace

The Subrecipient/Contractor agrees to comply with the Federal Anti-Drug Abuse Act of 1988. The Contractor hereby agrees to abide by the State of Alabama's Drug Free Workplace Policy, and the Drug-Free Workplace Policy Contractor Certificate of Compliance. Furthermore, the Contractor agrees to submit to the City and County and their designees any report of forms which may from time to time be required to determine the Contractor's compliance with this policy. The Contractor acknowledges that a violation of the Drug-Free Workplace Policy may result in termination of this Agreement.

11.0 Faith-Based Organizations

Neither the local government nor nonprofit organizations receiving funds or activity shall discriminate against an organization based on the organization's religious character or affiliation. The City and County supports the participation of faith-based organizations in its programs. Faith-based activities are eligible to receive CHSC funds under the following conditions:

- Organizations that are religious or faith-based are eligible, on the same basis as any other organization, to receive CHSC funds. Neither the local government nor NPOs receiving funds under CHSC shall discriminate against an organization on the basis of the organization's religious character or affiliation;
- Organizations that are directly funded under the CHSC program may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under CHSC. If an organization conducts these activities, the activities must be offered separately, in time or location, from the programs or services funded under CHSC, and participation must be voluntary for program participants;
- Any religious organization that receives CHSC funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs, provided

that the religious organization does not use direct CHSC funds to support any inherently religious activities, such as worship, religious instruction, or proselytization. Among other things, faith-based organizations may use space in their facilities to provide funded services, without removing religious art, icons, scriptures, or other religious symbols. In addition, a funded religious organization retains its authority over its internal governance, and the organization may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents; and

- An organization that receives CHSC funds shall not, in providing CHSC assistance, discriminate against a program participant or prospective program participant on the basis of religion or religious belief. CHSC funds may not be used for the rehabilitation of structures to the extent that those structures are used for inherently religious activities. Where a structure is used for both eligible and inherently religious activities, CHSC funds may not exceed the cost of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to CHSC funds. Sanctuaries, chapels, or other rooms that an CHSC-funded religious congregation uses as its principal place of worship, however, are ineligible for funded improvements under the program.

12.0 Termination

If a program participant violates program requirements, the Subrecipient may terminate the assistance in accordance with a formal process established by the Subrecipient that recognizes the rights of individuals affected. The Subrecipient must exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that a program Subrecipient's assistance is terminated only in the most severe cases.

For program participants receiving rental assistance or housing relocation and stabilization services, the following additional steps must be taken when terminating assistance:

- Written notice to the program Sub-recipient containing a clear statement of the reasons for termination;
- A review of the decision, in which the program Sub-recipient is given the opportunity to present written or oral objections before a person other than the person (or a subordinate of that person) who made or approved the termination decision; and
- Prompt written notice of the final decision to the program Sub-recipient.

Termination under this section does not bar the Subrecipient from providing further assistance later to the same family or individual.

13.0 Grievance Procedure

Client rights and responsibilities will include a mechanism for residents to present suggestions or grievances. The grievance procedure shall include provisions for appeal, limited to the provisions of these Program Assurances. Depending on the outcome, recommendations for corrective actions may be transmitted to providers and their funding agency(ies). A grievance is a formal complaint or allegation against a provider agency, which is covered by the Office of Homelessness Shelter Assurances, and/or any staff members and/or volunteer associated with such a provider agency.

14.0 HMIS Requirements

All CHSC Subrecipients/Contractors (except for Domestic Violence Providers) are required to report client-level data in HMIS. The Contractor is required to comply with the most recent HMIS technical and data standards published by HUD. These data standards are available from the Montgomery's HMIS Contractor "**The Mid Alabama Coalition for the Homeless**".

Subrecipients/Contractors are also required to send licensed HMIS users to at least one quarterly HMIS User Training per year. Subrecipient/Contractor's HMIS Administrators must also attend at least one HMIS training appropriate to their HMIS responsibilities per year. If the Contractor has greater than five licensed HMIS users, select staff may attend, provided they distribute training materials to the users who could not attend. The Contractor will comply with any additional reporting requirements by the Federal Government or the State of Alabama, and the OHCD.

Domestic Violence Providers Participation in Comparable Database are required to report client-level data, such as the number of persons served and their demographic information, not in HMIS, but rather in a comparable client-level database for agencies serving victims of domestic violence. The Contractor is also required to comply with the most recent HMIS technical and data standards published by HUD. Contractors are required to review this notice and ensure these revised data standards are implemented in their comparable client level database, where applicable.

15.0 Client Confidentiality and Privacy Policies

Subrecipients will not divulge personal identifying information of a program participant of the CHSC program without the consent from the client. In addition, Subrecipients will not divulge information pertaining to any individual or family domestic violence shelter or treatment facilities. Each Subrecipient must incorporate into their policies and procedures a process that will ensure the confidentiality of program participants' identifying information; records

pertaining to any individual or family provided family violence prevention; and treatment services offered under any project assisted with funds. Furthermore, the address or location of any shelter for victims of domestic violence assisted under will be anonymous except upon written authorization from the person or persons responsible for the operation of the shelter for this information to be made public.

16.0 CHSC Eligible Activity Specific Standards

a. Street Outreach

1. Eligibility

Subrecipients are required to reach out to unsheltered homeless individuals and/or families whose primary nighttime residence is a public or private place not meant for human habitation. Based on need and assessment, qualifying individuals and/or families will be offered essential services beyond emergency health and other crisis intervention assistance that may include case management, transportation, and housing stabilization. Emergency health services, including mental health, can be funded with CHSC funding only to the documented extent that other non-CHSC funded appropriate health services are inaccessible or unavailable within the service area.

2. Initial Assessment and Prioritization

It is recommended that preference be given to those special populations who are most vulnerable to being harmed by living in unsafe and unprotected places, i.e., victims of domestic and other forms of violence, youth, families with children, disabled, elderly, etc. CHSC Subrecipients/Contractors will utilize MGM CoC Policies and Procedures Coordinated Entry System for Homeless Services and the intervention/essential service necessary to resolve homelessness. Engagement activities must include an initial assessment of needs and eligibility to prioritize the type and source of assistance required with safety and urgent health needs being the highest priority.

3. Service Provision

Based on need and assessment, qualifying individuals and/or families must be offered essential services beyond emergency health and other crisis intervention assistance that include case management, transportation, and housing stabilization, if needed. Whenever feasible, rapid re-housing will be a priority over the provision or referral to emergency shelter or transitional housing.

4. Minimum Period of Use

The Subrecipient must provide services to homeless individuals and families for at least the period during which CHSC funds are provided.

5. Performance Standards

Subrecipients will be evaluated using the following measures:

- % increase in the number of contacts with unduplicated individuals made during street outreach (source: HMIS);
- A minimum of 50% of all leavers will exit to permanent housing (source: HMIS);
- No more than 40 % of all leavers will exit to shelter or other temporary destinations (source: HMIS);

b. Emergency Shelter Operations

1. Admission & Eligibility

Subrecipient/Contractors are required to have standardized screening and intake criteria in writing for determining eligibility for admission to emergency shelter. The criteria must follow Fair Housing Law and cannot force involuntary family separation by denying family admission based on the age of a child less than 18 years. The admission process requires an initial assessment to determine the homeless status of the applicant based on HUD's four categorical definitions of homeless and must be conducted in accordance with the MGM CoC's Coordinated Care Entry System for Homeless Services Policies and Procedures Manual.

2. Initial Assessment and Prioritization

CHSC Subrecipients/Contractors will assess program participants' eligibility in accordance with the MGM CoC Policies and Procedures and the intervention necessary to resolve homelessness and their placement on a priority list for housing.

3. Diversion from Shelter

Based on screening results, individuals and families should be diverted when appropriate to the most stable housing available including supportive or subsidized permanent housing using the Housing First or Rapid Re- housing service models.

4. Cooperating with the Coordinated Entry System for Homeless Services

CHSC Subrecipient shelters will accept referrals from the MGM CoC Coordinating Entity for vacant shelter beds. Emergency shelter programs receiving a referral from the coordinated entity for a vacant bed must hold that vacancy on behalf of the referred homeless household until at least 5:00 pm. Emergency Shelters may only decline households found eligible and referred by the Coordinating Entity under limited circumstances, such as there is no actual vacancy available, the household presents with more people than referred by the Coordinating Entity, or based on the individual project policies and procedures the Emergency Shelter has determined that the household cannot be safely accommodated. Subrecipient shelters will provide the MGM CoC Coordinating Entity with information regarding their shelter's policies and procedures.

5. Essential Services Provision

Emergency shelter program participants must have access to essential services either through direct service delivery by the Subrecipient and/or provision of information and referral to other service providers. Essential services include: 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; services for special populations and mainstream income and health benefits where appropriate.

Subrecipients/Contractors are required to have a written standard assessment process and tool(s) that are applied to all eligible recipients of shelter essential services in accordance with The Mid Alabama Coalition for the Homeless Continuum of Care Coordinated Entry System for Homeless Services Policies and Procedures. Provision of services should then be provided based on client need.

6. Length of Stay and Discharge

Limitations on individual and family shelter stays, if any, must be identified in writing in the CHSC Subrecipient's policies and procedures governing shelter operations. The CHSC encourages providers to limit shelter stays, so that individuals and families are in shelter for no longer than the time that is needed to help households regain permanent housing. Facilities and programs will refer all clients who are unable to be served to other agencies.

7. Shelter and Housing Standards

Subrecipients/Contractors are required to adhere to the Minimum Shelter and Housing Standards listed below and included in "Emergency Homeless Shelter Standards":

- Structure and materials. The building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents;
- Access. The building must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR part 8; the Fair Housing Act (42 U.S.C. 3601 et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131 et seq.) and 28 CFR part 35; where applicable;
- Space and security. Except where the building is intended for day use only, the building must provide each program participant in the building with an acceptable place to sleep and adequate space and security for themselves and their belongings;
- Interior air quality. Each room or space within the building must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents;
- Water supply. The building's water supply must be free of contamination;
- Sanitary facilities. Each program participant in the building must have access to sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste;
- Thermal environment. The building must have any necessary heating/cooling facilities in proper operating condition;
- Illumination and electricity. The building must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the building;
- Food preparation. Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner;
- Sanitary conditions. The building must be maintained in a sanitary condition; and
- Fire safety. There must be at least one working smoke detector in each occupied unit of the building. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

8. *Additional Emergency Homeless Shelter Standards*

The following assurances have been based upon "Emergency Homeless Shelter Standards" developed by the Homeless Input Committee of the Housing Resources Commission Office of Homelessness & Emergency Assistance. They have been adapted to include all homeless shelters and services funded through the Consolidated Homeless Services Center. All facilities and programs funded by the City and County must provide humane care that preserves individual dignity of every man, woman and child who receives shelter and/or services.

Contractors will enable clients to have access to basic needs and reasonable security. Every person has the right to:

- Be treated with dignity and compassion;
- Have access to food, shelter, and other resources for survival.

The following additional Emergency Homeless Shelter Standards assures that each program participant is treated with dignity and compassion and has access to food, shelter, and other resources for survival:

- Food and Nutrition - Homeless service entities providing food services will comply with all applicable laws and regulations. Facilities will develop and implement guidelines for safe food storage, preparation, and clean-up of all food preparation areas. Facilities should ensure that meals provide adequate nutrition, following the current USDA Food Pyramid;
- Health and Safety - The facility shall comply with applicable local/state zoning, building, electrical, plumbing, fire, environmental, health and safety codes. The facility shall utilize spaces in which furniture, appliances, heating/cooling units, walls, floors, roof, windows, lighting and plumbing are safe and fit for their intended purpose. The facility will be clean and in good repair. Facilities will provide an environment free from all pests;
- Shelter Beds - Shelters will provide a bed, mat or crib for each guest except in extenuating “overflow” conditions and based on size and/or type of shelter. The shelter will provide and maintain safe sleeping areas. All beds, cots and cribs will meet current safety standards and be in good working condition;
- Restroom Facilities -The shelter will provide and maintain clean and safe restroom facilities to include toilets, sinks and showers/bathtubs. The shelter will make provision for clean linens and towels for each client;
- Emergency Manual -The shelter will provide for safety and security including the development and maintenance of an emergency manual, which outlines:
 - Emergency procedures for disaster and/or violence related evacuation;
 - Accountability for all persons in case of an emergency;
 - Emergency procedures for communicable diseases;
 - Procedures for individual emergencies including health or mental health emergencies;
 - Emergency contacts and phone numbers;
 - Location of utility shutoff sites such as water, electric and gas; and
 - Regular safety inspections and evacuation drills shall be conducted;
- Opening/ Closing Times - Shelters not operating on a 24-hour basis will create and implement a policy for extension of their operating hours during inclement weather and during designated emergencies including, but not limited to severe weather, natural

disasters and other such situations as designated by governmental authorities. **Shelter policies will allow residents who are employed to leave for and return from work without penalty;**

- Staff- Facilities and programs will have a table of organization of all paid staff. There will be written position descriptions for each position type, which includes job responsibilities and qualifications;
- Training - Programs will have sufficient trained staff (either paid or volunteer) on-site and available during all hours in which clients occupy the premises, unless individual secured units are provided. The contractor will provide an ongoing training program for staff either directly or through cooperating agencies. Staff training will include but not be limited to:
 - Program operation;
 - Agency operating procedures;
 - Emergency procedures;
 - Infection control policy and procedures;
 - Non-violent crisis intervention techniques;
 - First aid;
 - CPR;
 - Emergency procedures for medical/psychiatric crises;
 - Referral procedures to relevant community resources; and
 - Other training relevant to the work to be performed;
- Ethical Conduct - The contractor will have written standards for ethical conduct of staff in relationship to clients of the program, which include but are not limited to:
 - Confidentiality;
 - Respect for clients;
 - Prohibition of borrowing and lending of money;
 - Prohibition of sexual contact and exploitation; and
 - Prohibition of drug or alcohol use;
- Staff Supervision - The shelter will provide appropriate professional supervision to all paid staff and volunteers on a regular basis. Direct supervision shall be provided for all interns and new staff, either paid or volunteer, with periodic evaluations of their performance.

9. **Emergency Preparedness Plans**

The Subrecipient/Contractor is required to maintain an Emergency Preparedness and Management Plan for all programs funded under this agreement. An Emergency Preparedness and Management Plan shall illustrate the policies and procedures for the handling of emergencies including but are not limited to:

- Flooding;
- Fire;

- Earthquakes;
- Blizzards;
- Hurricanes;
- Tornados;
- Power Outages;
- Water Outages; and
- Violence/Bomb Threats.

Policies and procedures outlined in the plan may include, but are not limited to:

- Evacuation Routes (including means of transportation);
- Alternative shelter/activity plans;
- Staffing Roles and Management (Points of contact, roles and responsibilities);
- Location and distribution plans for emergency reserves of food, water, blankets, flashlights, etc.; and
- Outreach initiatives for unsheltered persons (when applicable).

10. Drug and Alcohol-Free Facilities

The 1988 Amendment Act requires grantees, Subrecipients/Contractors under each of the homeless housing programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act, to administer in good faith, a policy designed to ensure that the homeless facility is free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.

11. Safety and Accommodations for Special Populations

Subrecipients are required to develop and implement written procedures and communication tools/materials that ensure persons of any particular race, color, ethnicity, religion, sex, sexual identity, age, national origin, familial status, or disability who may qualify for shelter and essential services are aware of and have access to such facilities and assistance.

- a) **Persons with Disabilities** - Reasonable accommodations for persons with disabilities must be available to ensure disabled participants have an equal opportunity to utilize the shelter and receive essential services. Greater levels of accessibility may be required for some shelters in compliance with The Americans with Disabilities Act.
- b) **Limited English Proficiency** - Subrecipients are also required to have written procedures in place that ensure access to shelter facilities, assistance and services for limited English proficiency (LEP) persons. It is highly recommended that Subrecipients develop and implement an agency Language Access Plan.
- c) **Gender Identity Equal Access** - Subrecipients/Contractors must comply with

HUD's 2012 "Gender Identity Equal Access Rule". To effectively comply with this rule, Subcontractors must:

- Make decisions related to placement and accommodations in single-sex shelters and facilities in accordance with the resident's gender identity;
- Incorporate Gender Identity Equal Access into their existing discrimination policies; and
- Educate staff and other clients about non-discrimination practices.
- Subrecipients are also encouraged to complete the gender identity equal access assessment tool to further their understanding of and adherence to HUD's "Gender Identity Equal Access Rule".

d) **Domestic Violence Victims** - Domestic violence victims and other persons in need of victim services must have access to a safe setting and have their identity protected. Subrecipients are required to implement procedures to ensure confidentiality of records pertaining to any individual who is provided family violence prevention, treatment or other services. Subrecipients must also certify that the address of a family/individual violence shelter will not be made public without permission of the shelter agency. Subrecipient emergency shelter policies and procedures must:

- Prohibit disclosing personally identifying victim information to any third party without consent of the victim;
- Ensure victim consent is reasonably time-limited, written and specific as to whom information will be shared;
- Identify and utilize an alternative HMIS to collect program data that will prevent the disclosure of personally identifying victim information; **and**
- Include confidentiality policies and procedures that require staff to refrain from discussing client information in public and ensure client records are secure and only accessible to authorized staff.

12. Lead-Based Paint Requirements for Emergency Shelters

The lead-based paint requirements exist to protect vulnerable families from potential health hazards. To prevent lead-poisoning in young children, CHSC Subrecipients/ Contractors operating emergency shelters must comply with the Lead-Based Paint Poisoning Prevention Act of 1973 and its applicable regulations.

According to the Lead-Based Paint (LBP) Hazard Regulations at 24 CFR Part 35, Subpart K, which is hereby included for reference "Most emergency shelters are exempt from the regulations, such as studio apartments, dormitories, SRO units, barracks and group homes". Any emergency shelters built prior to 1978 need only comply with the following simplified lead requirements:

- Provide the Lead Hazard Information Pamphlet available through HUD;

- Do a visual assessment of painted surfaces to identify deterioration;
- Complete paint stabilization by repainting deteriorating surfaces; and
- Incorporate ongoing LBP maintenance.

Housing that is not exempted by the definitions above, or housing where children under the age of six (6) reside frequently, is subject to all Federal and State regulations for the shelter.

13. Minimum Period of Use

- **Emergency Shelter Operations** - The Subrecipient must provide services to homeless individuals and families for at least the period during which CHSC funds are provided.
- **Emergency Shelter Renovations** - For costs of rehabilitation, conversion or renovation to be eligible for payment with funds, the building must be used for an emergency shelter for homeless families and individuals. A government entity or private non-profit organization must own the emergency shelter building before and after the renovation or rehabilitation. Buildings renovated with CHSC funds as a shelter for homeless individuals and families are required to function as a shelter for a minimum period of time, depending on the type of renovation and the value of the building.

| Rehabilitation and Renovation Minimum Period of Use | | |
|---|------------------------|--|
| | Use Requirement | Determining Criteria |
| Major Rehabilitation | 10 years* | Rehab costs exceed 75% of the value of the building before rehabilitation. |
| Conversion | 10 years* | Conversion costs exceed 75% of the value of the building after conversion. |
| Renovation, including rehab and conversion costs that do not meet 10 Year criteria. | 3 years | Renovation costs are 75% or less of the value of the building before renovation. |
| *Recorded deed or use restriction required. | | |

14. Performance Standards

Subrecipients will be evaluated using the following measures:

a) Emergency Shelters/Safe Homes (Families)

- Average utilization rate for emergency shelter beds is no less than 65%, and not more than 105%;
- A minimum of 50% of clients exit to Permanent Housing;
- No more than 10% of clients exit to Emergency Shelter;
- The average length of stay for Emergency Shelters is 45 days or less. The average length of stay for Operation First Step Programs is 180 days or less;
- 35% of adult stayers will gain or increase income from entry to exit; and
- 60 % of adult participants with no non-cash benefits (health, insurance, food stamps) etc. will have cash benefits at program exit.

b) Emergency Shelters/Safe Homes (Individuals)

- Average utilization rate for emergency shelter beds is no less than 65%, and not more than 105%;
- Average length of enrollment is 90 days or less;
- A minimum of 80% of clients that exit activities funded under this contract will exit to Permanent Housing;
- No more than 10% of clients who exit activities funded under this contract will exit to Emergency Shelter;
- No more than 5% of clients who exit activities funded under this contract will exit to Unknown Destinations;
- The average length of stay for emergency shelters shall be 45 days or less. The average length of stay for Operation First Step programs shall be six months or less;
- 35% of adult stayers will gain or increase income from entry to exit; and
- 60 % of adult participants with no non-cash benefits (health, insurance, food stamps) etc. will have cash benefits at program exit.

c. **Rapid Rehousing**

Rapid Rehousing (RRH) Programs are designed to help those who are homeless quickly transition out of homelessness (less than 28 days after entering shelter) into permanent housing. The primary goal is to stabilize program participants in housing as quickly as possible and to provide wrap-around services after the family or individual obtains housing. Rapid Re-housing *may be provided to program participants who meet the criteria under category (1) of the "homeless" or who meet the criteria under category (4) of the "homeless" definition and live in an emergency shelter or other place described in category (1) of the "homeless" definition.*

1. Target Population and Prioritization

In providing Rapid Rehousing Assistance, CHSC Subrecipients/Contractors shall prioritize the following subpopulations:

- Families with children;
- Domestic violence survivors;
- Veterans

2. RRH Eligibility Determination

Determination of eligibility for rapid re-housing requires an initial assessment to verify that clients meet HUD's categorical definition for literally homeless or fleeing/attempting to flee domestic violence and are literally homeless. Homeless status must be documented in client files in accordance with HUD documentation standards with preference given to third-party verification where available. CHSC Subrecipients/Contractors will assess program participants' eligibility (in accordance with the MGM CoC Policies and Procedures for The Coordinated Entry System for Homeless Services) and the intervention(s) necessary to resolve homelessness and their placement on the Housing Prioritization List. In all cases a household must lack sufficient resources and support networks necessary to obtain or retain housing without the provision of CHSC assistance to be program eligible.

3. Cooperating with the Coordinated Entry System for Homeless Services

CHSC Subrecipients must provide information to the MGM CoC Coordinating Entity regarding the rental assistance model used by their program, and their standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the rapid rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant may receive assistance; or the maximum number of times the program participant may receive assistance.

4. RRH Eligibility Re-Certification

CHSC Subrecipients/Contractors must re-evaluate RRH program participant's eligibility and the types and amounts of assistance RRH program participant needs at least every 90 days to determine the need for continued assistance. At a minimum, each re-evaluation of eligibility must establish that:

- The program participant must have an annual income that **is less than or equal to 30%** of median family income for the area, as determined (HUD Extremely Low-Income

Levels can be found at <https://www.huduser.gov/portal/datasets>) by HUD; and

- The program participant lacks sufficient resources and support networks necessary to retain housing without CHSC assistance.

Through each re-evaluation, the Subrecipient must determine and document that the continuation of assistance is necessary to avoid literal homelessness.

5. Housing Search and Placement Services

CHSC Subrecipients must provide housing location assistance for clients as a part of its full housing relocation and stabilization services to program participants. Housing location assistance includes the following:

- Assessment of housing barriers, needs, and preferences;
- Development of an action plan for locating housing;
- Housing search;
- Outreach to and negotiation with owners;
- Assistance with submitting rental applications and understanding leases; and
- Assessment of housing for compliance with CHSC guidelines, including requirements for habitability, lead – based paint, and rent reasonableness.

As a part of housing location services provided, CHSC Subrecipients are also expected to educate property owners/landlords and familiarize them with the rapid rehousing program and its requirements.

6. Housing Stability Case Management

While providing rapid rehousing assistance to a program participant, the Subrecipient must require the program participant to meet with a case manager not less than once per month to assist the program participant in ensuring long-term housing stability. The Subrecipient in providing housing stability case management must also adhere to all other case management standards established by the CHSC including the requirement to “ensure that a housing and services plan is completed for all program participants.

Finally, housing stability case management assistance cannot exceed 30 days during the period in which the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.

7. Determining Client's Share of Rent

CHSC standards require that whatever rent assistance model is chosen by the CHSC Subrecipient, that it must be consistently implemented for all program participant households that receive rental assistance dollars.

Acceptable models include:

- Income Based Subsidy: Household rent share is based on a specific percentage of household income (e.g., 10%, 20%, 30%).
- Flat Subsidy: The subsidy is a set amount each month for all households (e.g., all households get a maximum of \$200.00) per month.
- Declining Subsidy/Progressive Engagement: Whether income-based or fixed, the subsidy declines in “steps” based upon a fixed timeline or when the individual has reached specific goals, until the household assumes full responsibility for monthly housing costs. The steps are known and documented in advance.

Regardless of model implemented, no RRH program participant should pay more than 30% of their household income towards rent.

8. Determining Duration and Amount of Rental Assistance Provided to Client

The duration of rental assistance is limited to twenty-four months within a 3-year time period. Short-term assistance can be provided up to three (3) months and medium-term assistance is limited to twenty-four (24) months. The amount of rent assistance provided must be the least amount needed to stabilize clients in their permanent housing. Subrecipients have the discretion to further set a maximum number of months (that does not exceed the limits specified herein) that a client may receive rental assistance and the maximum dollar amount of assistance. The process for determining such conditions must be applied consistently for all households within each CHSC funded program, incorporated into the Subrecipients Rapid Rehousing and Rental Assistance policies and procedures and communicated in advance to eligible program participants.

9. Determining Type, Amount, and Duration of Housing Stabilization and/or Relocation Services Provided to Client

Type of Housing Stabilization and/or Relocation Services is limited to financial assistance costs and service costs, subject to the general conditions and restrictions identified. Security deposits are limited to no more than 1 month's rent. CHSC funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate

housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing.

10. *Program Income*

Program income is the income received by the Subrecipient directly generated by a grant-supported activity. Rents collected from program participants and returned security deposits are considered program income. Rents paid by program participants directly to landlords is not counted as program income. The Subrecipient is expected to document in accordance with CHSC tracking guidelines all program income. Subrecipients are expected to expend program income prior to expending CHSC funds. Subrecipients must report all program income received on CHSC Reimbursement Request Form and deduct these amounts from the amount of funds being requested.

11. *Minimum Standards for Permanent Housing.*

The Subrecipient cannot use CHSC funds to help a program Subrecipient remain or move into housing that does not meet the minimum habitability standards provided in this paragraph. The Subrecipient may also establish standards that exceed or add to these minimum standards.

- Structure and materials. The structures must be structurally sound to protect residents from the elements and not pose any threat to the health and safety of the residents.
- Space and security. Each resident must be provided adequate space and security for themselves and their belongings. Each resident must be provided an acceptable place to sleep.
- Interior air quality. Each room or space must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
- Water supply. The water supply must be free from contamination.
- Sanitary facilities. Residents must have access to sufficient sanitary facilities that are in proper operating condition, are private, and are adequate for personal cleanliness and the disposal of human waste.
- Thermal environment. The housing must have any necessary heating/cooling facilities in proper operating condition.
- Illumination and electricity. The structure must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There

must be sufficient electrical sources to permit the safe use of electrical appliances in the structure.

- Food preparation. All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
- Sanitary conditions. The housing must be maintained in a sanitary condition.
- Fire safety
 - There must be a second means of exiting the building in the event of fire or another emergency.
 - Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person.
 - The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, community rooms, day care centers, hallways, stairwells, and other common areas.

12. Lead Based Paint Requirements

Rapid Re-Housing services are subject to lead regulations because the units assisted with these funds are not temporary residences and do not fall under the shelter exemption. Assistance for first month's rent cannot be provided for housing units that are not known to be free of LBP contamination.

17.0 CHSC Recordkeeping Requirements

a. Policies and Procedures - Recordkeeping and Reporting Requirements

Subrecipients/Contractors must have policies and procedures in place to ensure that the requirements of this RFP are met. The policies and procedures must be established in writing and implemented to ensure that CHSC funds are used in accordance with these requirements. In addition, sufficient records must be established and maintained to enable the CHSC to determine whether CHSC requirements are being met.

b. Homeless Status

Subrecipients/Contractors must maintain and follow written intake procedures to ensure compliance with the homeless. The procedures must require documentation at intake of the evidence relied upon to establish and verify homeless status. The procedures must establish the order of priority for obtaining evidence as third-party documentation first, intake worker observations second, and certification from the person seeking assistance third. However, lack of third-party documentation must not prevent an individual or family from being immediately admitted to emergency shelter, receiving street outreach services, or being immediately admitted to shelter or receiving services provided by a victim service provider. Records contained in an HMIS or comparable database used by victim service or legal service providers are acceptable evidence of third-party documentation and intake worker observations if the HMIS retains an auditable history of all entries, including the person who entered the data, the date of entry, and the change made; and if the HMIS prevents overrides or changes of the dates on which entries are made.

c. Annual Income

For each program participant who receives rapid re-housing assistance and/or state rental assistance for longer than one year, the following documentation of annual income must be maintained:

- Income evaluation form containing the minimum requirements specified by HUD and completed by the Subrecipient; and
- Source documents for the assets held by the program participant and income received over the most recent period for which representative data is available before the date of the evaluation;
- To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the recipient's or Subrecipient's intake staff of the oral verification by the relevant third party of the income the program participant received over the most recent period for which representative data is available; or
- To the extent that source documents and third party verification are unobtainable, the written certification by the program participant of the amount of income the program participant received for the most recent period representative of the income that the program participant is reasonably expected to receive over the 3-month period following the evaluation.

d. Program Participant Records

In addition to evidence of homeless status or “at risk of homelessness” status, as applicable, records must be kept for each program participant that document:

- The services and assistance provided to that program participant, including, as applicable, the security deposit and rental assistance payments made on behalf of the program participant;
- Compliance with the applicable requirements for providing services and assistance to that program participant under the program components and eligible activities the provision on determining eligibility and amount and type of assistance and the provision on using appropriate assistance and services; and
- Where applicable, compliance with the termination of assistance requirement.

e. Centralized or Coordinated Assessment Systems and Procedures.

CHSC Subrecipients/Contractors must keep documentation evidencing the use of, and written intake procedures for, the centralized or coordinated assessment system(s) developed by the Continuum of Care(s) in accordance with the requirements established by HUD.

f. Rental Assistance Agreements and Payments.

The records must include copies of all leases and rental assistance agreements for the provision of rental assistance, documentation of payments made to owners for the provision of rental assistance, and supporting documentation for these payments, including dates of occupancy by program participants.

g. Shelter and Housing Standards.

The records must include documentation of compliance with the shelter and housing standards, including inspection reports.

h. Services and Assistance Provided.

The recipient must keep records of the types of essential services, rental assistance, and housing stabilization and relocation services provided under the recipient's program and the amounts spent on these services and assistance. The recipient and its Subrecipients that are units of general purpose local government must keep records to demonstrate compliance with the maintenance of effort requirement, including records of the unit of the general purpose local government's annual budgets and sources of funding for street outreach and emergency shelter services.

i. HMIS

The recipient must keep records of the participation in HMIS or a comparable database by all projects of the Recipient and its Subrecipients.

j. Conflicts of Interest

The recipient and its Subrecipients must keep records to show compliance with the organizational conflicts of interest requirements, a copy of the personal conflicts of interest policy or codes of conduct developed and implemented to comply with the requirements, and records supporting exceptions to the personal conflicts of interest prohibitions.

k. Homeless Participation

The recipient must document its compliance with the homeless participation requirements.

l. Faith-Based Activities

Subrecipients must document their compliance with the faith-based activities requirements.

m. Other Requirements

Subrecipients must document their compliance with the Federal requirements, as applicable, including:

- Records demonstrating compliance with the nondiscrimination and equal opportunity requirements and the affirmative outreach requirements, including: Data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with funds; and
- Documentation required in regard to the recipient's Assessment of Fair Housing and the certification that the recipient will affirmatively further fair housing.
- Records demonstrating compliance with the uniform administrative requirements.
- Certifications and disclosure forms required under the lobbying and disclosure requirements.
- Data on emergency transfers requested, pertaining to victims of domestic violence, dating violence, sexual assault, or stalking, including data on the outcomes of such requests.

n. Financial records

- Subrecipients must keep documentation showing that grant funds were spent on allowable costs in accordance with the requirements for eligible activities, financial management, and the cost principles.
- Subrecipients must retain records of the receipt and use of program income.

18.0 Financial Management Requirements

a. Compliance

The Subrecipient/Contractor will comply with and adhere to the accounting principles and procedures required therein, develop and implement adequate internal financial controls, and maintain required source documentation for all costs incurred.

The Subrecipient/Contractor shall maintain separate cost centers and/or accounts for all expenditures. The Contract agreement between the Subrecipient/Contractor and the CHSC will be a very important document throughout the life of the project. The Contract Agreement must be executed before any funds can be disbursed or expended. FUNDS COMMITTED OR EXPENDED BEFORE THE CONTRACT PERIOD WILL NOT BE REIMBURSED FROM CHSC FUNDS. The Contract Agreement will ensure compliance with the regulations of the CHSC program.

b. Ineligible Contractors

The use of debarred, suspended, or ineligible contractors in association with CHSC project activities is prohibited. The provisions relating to the employment, engagement of services, awarding of contracts, or funding of any Contractors or Subcontractors during any period of debarment, suspension, or placement in ineligibility status apply and are enforceable under the CHSC Program.

c. Individual Conflicts of Interest

For the procurement of goods and services, Subrecipients must comply with the codes of conduct and conflict of interest requirements (for governments) and (for private nonprofits). For all other transactions and activities, the following restrictions apply:

1. ***Conflicts prohibited:*** No persons described in this section who exercise or has exercised any functions or responsibilities with respect to activities assisted under the CHSC program or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may

obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure;

2. **Persons covered:** the conflict-of-interest provisions of this section apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the Subrecipient.
3. **Contractors:** All contractors of CHSC or Subrecipient must comply with the same requirements that apply to Subrecipients under this section. Audit Requirements

The fiscal management system of a unit of local government, which receives CHSC funds, must provide for audits. A single audit is required for expenditures of \$750,000.00 or more in Federal Awards during the grantee’.

d. Procurement Rules

Subrecipients may use their own procurement procedures as long as they conform to the regulations. Important elements for Subrecipients to consider are: a system to handle contract disputes; a code of conduct preventing conflicts of interest; some form of cost analysis to ensure economic purchases; positive efforts to use small, minority- and woman-owned businesses to the maximum extent possible.

e. Property Controls

The Federal regulations regarding property controls are for the purpose of tracking the assets purchased with grant funds to ensure that they are properly maintained, secure, and being used for authorized purposes. CHSC is required to do a periodic physical inventory on these items to verify their existence, current utilization, and continued need. For this reason, agencies using CHSC funds to purchase furnishings, vehicles or equipment for an activity should keep accurate records including the following: a complete description of the item purchased a serial or other identification number, the source of funds and Grant Agreement number, the acquisition date and the cost.

f. Budget Controls

The Subrecipient will have a regular, on-going basis of comparison between actual expenditures and CHSC- budgeted amounts for the activities. The CHSC budget will cover intended activity expenses with very little necessity for adjustments during the grant period. The Subrecipient will also relate its financial information to recorded outcomes, since awards are more likely to be made when performance measures are in place and outcomes are tracked.

g. Budget Changes

All budget changes require City and County approval. Submit a Budget Change Request form to your City and County Administrator Designee. At the discretion of City and County, additional information or a Work Plan Amendment Request form may be required. Revisions to approved allocations depend upon city and county limitations pertaining to percentages committed to each category, grant expenditure timelines, as well as the Subrecipient's ability to draw down the funds.

h. Spending Deadlines and Recapture

A normal spending cycle for the CHSC is 12 months. Subrecipients are expected to plan their budgets in a way that project goals are met by the end of the spending period with little or no budget adjustments. If CHSC determines a Subrecipient to be unable to spend all grant monies by the contractual deadline, funds may be recaptured and redistributed to a recipient that will be able to spend the funds in a timely manner on eligible activities. Subrecipients that are slow to expend the funds may have funds de-obligated and allocated to another grantee.

i. Segregation of Funds

Subrecipients/Contractors will maintain an accounting system which segregates each CHSC funded Program. Additionally, the accounting system should assure that program costs and expenditures are recorded and documented properly. All accounting must meet published standards for accountants. Generally Accepted Accounting Principles (GAAP). Accounting records must include reliable, up-to-date information on the sources and uses of funds, including:

- Amount of Federal funds received
- Obligations of funds
- Unobligated balances
- Assets and liabilities
- Program Income
- Actual expenditure broken down by grant program and year for which the funds

are derived and the activity on which the funds were used

j. Allowable Costs

1. Program Costs

Allowable program costs are those costs associated with direct operation of the program, and they meet the following additional conditions:

- Necessary and reasonable to carry out the project/program;
- Authorized (or not prohibited) under Federal, State or local laws or rules;
- In conformance with OMB Guidance;
- Consistent with state and local government activities;
- Allocable to the award-funded activities;
- Consistent with Generally Accepted Accounting Principles (GAAP);
- Not used for Cost sharing or matching requirements of any other Federal Award; and
- Adequately documented.

2. Administrative Costs

Allowable administrative costs are those costs associated with the general management of the organization. These costs may include but are not exclusive to: executive management; human resources; accounting, board expenses; general insurance; agency-wide audit; and space and equipment costs attributable to the agency as a whole. Administrative costs must be charged to grant cost centers based on either a cost allocation plan or through use of an approved federal indirect cost proposal.

19.0 CHSC Subrecipient Monitoring

a. Program Monitoring Overview

The CHSC uses monitoring to help Subrecipients who receive funding through the Consolidated Homeless Service Center proposal to identify problems or potential problems, and to help sub-recipients correct them. The objectives of CHSC monitoring are to determine if Subrecipients are:

- Carrying out activities as described in their contracts (as modified or amended).
- Carrying out the program in a timely manner, in accordance with the CHSC contract.
- Charging only eligible costs to the program or project.
- Complying with other applicable laws, regulations and terms of the CHSC contract.
- Conducting the program in a manner that minimizes the opportunity for fraud, waste and mismanagement.

b. Management of Monitoring Activities

City and County staff monitors Subrecipients' performance utilizing a combination of desktop and on-site monitoring.

1. Desktop Review Monitoring

Desktop review monitoring is an on-going process of reviewing grantee performance that uses all available data in making judgements about grantee performance and is conducted by the City and County or a respective third party. Among the sources of information to be reviewed during a desktop review are:

- Request for Reimbursement and back-up documentation provided
- Audit Reports
- Approved Applications
- Quarterly/Progress Reports
- Citizen and Client Complaints

Analysis of the data may indicate the need for a special monitoring visit to resolve or prevent a problem.

2. On-Site Monitoring

In addition to desktop monitoring, City and County staff may conduct an on-site monitoring visit. These visits shall be conducted as necessary. Areas to be monitored may include, but are not limited to:

- Project Progress
- Overall Program Management
- Shelter/Facility
- Policies and Procedures (especially those relating to the Programs)
- Contract Management
- Financial Management
- HMIS and Data Tracking
- Client File Review
- Record Keeping

Subrecipients are contacted at least one month prior to the planned date of an on-site monitoring to schedule. Once a date has been set, a formal written letter is sent to confirm:

- The date and time of the visit;
- The names and titles of the staff conducting the monitoring;
- The elements of the program to be monitored; and
- The files and records to be reviewed.

3. During the On-Site Monitoring

City and County staff will complete the following steps when conducting an on-site monitoring:

- Conduct an entrance conference with the executive director, director of programs, or other Subrecipient official to explain the purpose and schedule for the review.
- Interview members of the Subrecipient staff to gather information about Subrecipient's activities and performance.
- Review additional materials provided by the Subrecipient that provide more detailed information about the program/project.
- Examine a sample of expenditures for required documentation and to verify the accuracy of information provided on invoices.
- Perform a fiscal review of the program to assure compliance with applicable 2 CFR Part 200.
- Review a sample of client files for required documentation that program participants meet eligibility requirements and that they are provided access to supportive services.
- Hold an exit interview with appropriate subfreezing staff to discuss the preliminary conclusion of the review and identify any follow-up actions the Subrecipient will need to take.

4. Monitoring Results

Within 60 days after completion of monitoring, CHSC will send written correspondence to the Subrecipient describing the results – in sufficient detail to clearly describe the areas that were covered and the basis for the conclusions. Each monitoring letter will include:

- Date(s) of the monitoring.
- Name(s) and title(s) of the CHSC staff person who performed the monitoring review.
- A listing of the program activity areas reviewed (which, in most cases, will repeat the areas outlined in the notification letter to the participant).

- A brief explanation of the reasons why an area specified in the notification letter was not monitored (e.g., time constraints, unanticipated problems arising in another area).
- Monitoring conclusions (both positive and negative), supported by facts considered in reaching the conclusions.
- Clearly labeled findings and concerns.
- If there are findings, an opportunity for the Subrecipient to demonstrate, within a time prescribed by HUD, that the participant has, in fact, complied with the requirements.
- Due date of required action.
- An offer of technical assistance, if needed, or a description of technical assistance provided during the monitoring.

20.0 Proposal Requirements

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to include all the elements specified may be cause for rejection. Additional information may be provided but should be succinct and relevant to the goals of this RFP.

a. Project Summary/Scope of Work

Provide a summary of the services your agency proposes to provide for each item listed in the Scope of Work. Applicants are encouraged to demonstrate their knowledge of impactful homeless programming by providing a framework for an impactful, countywide consolidated homeless program. However, the Scope of Work is not exhaustive therefore if there are other tasks you feel are important in administering a successful program, please include them as additional items in your scope of work. Applicants are urged to submit proposals in partnership with other local organizations in the homeless space and to explain the collaborative model in this section of the proposal. Please also make sure to include the following information: title of this RFP, name and mailing address of organization, and identify the designated contact person (including email address and phone number).

b. Proposed Goals

Provide a statement that is not more than three (3) pages identifying your proposed goals for each of the contract's 3 years. The proposed goals should include the number of participants you expect to service, all proposed partnerships, any proposed capital expenditures and associated estimates, and any other milestones you anticipate completing and reporting on.

c. Qualifications

Provide a statement that is not more than four (4) pages listing the professional qualifications of your organization and its partners, any specialized experience and technical competence that qualify it to administer the Consolidated Homeless Program with federal funding.

d. Experience

Provide a statement that is not more than four (4) pages listing any current or past experiences with administering similar types of programs and indicate the clients/program names, locations, and dates administered.

e. Proposed Team and Organizational Structure

Describe the organizational structure which will administer the Consolidated Homeless Program. Identify key personnel (including subcontractors) who will have substantial roles in program administration. Describe personnel responsibilities and include resumes for them.

f. Proposed Budget

Describe your proposed budget to administer the Consolidated Homeless Program. The anticipated budget is up to \$2 million over 3 years. The program administration budget may not exceed 25% of the total annual program budget for each fiscal year. Provide any leverage of outside funds or in kind-services.

g. References

Provide a list of names, addresses, and telephone/email contacts of at least two (public sector preferred) clients for which the firm/organization has successfully administered homeless services or any other federal grant program.

h. Expectations from the City and County

Identify any information and tasks expected from the City and/or County to enable you to complete the Scope of Work.

21.0 Submission Requirements

Proposers shall submit all requested items by or before the deadlines detailed in Section 2.0 above. All proposals must be submitted as follows:

- The entire proposal must be submitted in a sealed envelope, clearly marked, identifying the project name (Consolidated Homeless Program Administration RFP), and the company name and address.
- The sealed envelope should include four (4) hard copies of the full proposal and one (1) zip drive with the proposal saved as a PDF.
- Proposals should be sent to one of the following addresses:
 - **U.S. Postal Service or Delivery Service:**
City of Montgomery
Attn: Senior Policy Advisor, Eddie Compton
City Hall, 103 North Perry Street
Montgomery, AL 36104
 - **Hand Delivery:**
City of Montgomery
Attn: Senior Policy Advisor, Eddie Compton
City Hall, 103 North Perry Street
Montgomery, AL 36104
- It shall be the sole responsibility of the company to assure receipt of the proposal at the Montgomery City Hall prior to the deadline. If hand delivering, the proposal envelope must be “Date and Time” stamped at the receptionist’s desk when the proposal package is turned in.

Failure to provide all required submittals in completed form may result in a proposal being found unresponsive and given no consideration. Proposals must be neat, complete, and fully address all information requested.

22.0 Additional Information

a. Agreement

All terms and conditions, as well as duties of the selected Proposer, shall be set forth in a contract agreement between the selected Proposer and County. The contract will incorporate reference to the requirements of the RFP and the Proposer’s proposal as negotiated. State law prohibits the County from agreeing to (1) indemnify the Contractor; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration.

b. Public Information

All responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40 (1975), as amended, and may be subject to public disclosure upon request. The Open Records Act is remedial and should therefore be liberally construed in favor of the public. The Alabama Trade Secrets Act is Ala. Code §§ 8-27-1 to 8-27-6 (1975), as amended. Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a Trade Secret as defined in the Act.

Any RFP response submitted that contains confidential, trade secrets, or proprietary commercial information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as such. Identification of the entire bid proposal as confidential is not acceptable unless the Proposer enumerates the specific grounds or applicable laws which support treatment of the entire material as protected from disclosure to the foregoing statutes or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the County, the City, and their staff harmless from all costs or expenses including, but not limited to, attorney fees and expenses related to litigation concerning disclosure of said information and documents.

c. Immigration Law.

The selected Proposer affirms that it will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama for the duration of the agreement. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom.

d. Minority and Women-Owned Businesses

The City and County are committed to increase participation by Minority and Women-Owned Businesses (M/WBs) in the procurement process; to ensure equal opportunity for M/WBs to participate in the procurement process; to prohibit discrimination on the basis of race, color, religion, national origin, sex, age, disability, or veteran status in the procurement process; and to achieve a minimum of 30% participation by M/WBs in the procurement process.

e. Rights Reserved

The City and County reserve the right, it is sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. The City and County may contact any RFP proposer after receiving its submittal to seek clarification on any portion thereof. The City and County further reserve the right to request additional information from any RFP respondent if such information is deemed necessary to further evaluate selection. All RFP material submitted becomes property of the City and County and will not be returned to the RFP proposers. All created and managed assets (i.e., maps, assets purchased for events, etc.) will also be the property of the County and the City.

f. American Rescue Plan Act

In the event American Rescue Plan Act funds are utilized for this purchase or contract, the City and County will require the selected vendor to affirm its adherence to the applicable standards provided in 2 C.F.R. Part 200, including, but not limited to, its compliance with the applicable provisions of the following federal laws, regulations and orders:

- Title VI of the Civil Right Act of 1964
- Section 504 of the Rehabilitation Act of 1973
- Davis Bacon Act of 1931
- Age Discrimination Act of 1975
- Section 402 of the 1974 Vietnam Veterans Act
- Byrd Anti-Lobbying Amendment Compliance and Certification
- Executive Order 11246 and Equal Employment Opportunity