

**REQUEST FOR PROPOSALS (RFP)**

**Emergency Solution Grant Funds**

**CITY OF CHARLOTTE**

**HOUSING & NEIGHBORHOOD SERVICES DEPARTMENT - HOUSING SERVICES**

**DATE ISSUED: April 5, 2024**

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# REQUEST FOR PROPOSALS (RFP) INSTRUCTIONS

## Public Notice

The City of Charlotte (City) plans to select one or more agencies as City Emergency Solution Grant (ESG) fund subrecipients to provide assistance to eligible households. The City is seeking agencies whose combination of experience and expertise will provide timely, cost-effective services to the City.

Information related to this solicitation, including any addenda, will be posted to the City’s Housing Website at [City of Charlotte - Request-for-Proposals](https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors/Request-for-Proposals).

For questions related to this RFP, contact:

**Joey Mottola,** Contracts Manager

 City of Charlotte

 Housing & Neighborhood Services

 Direct Phone: (704) 336-4211

Email: joey.mottola@charlottenc.gov

## 1.2 Project Overview

The selected agency or agencies will provide street outreach, homelessness prevention, emergency shelter and rapid rehousing assistance to homeless individuals and families with children. The goal of ESG funding is to provide eligible households experiencing a housing crisis to quickly return to stable housing.

## 1.3 RFP schedule and Proposal Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of this Project.

|  |  |
| --- | --- |
| Advertisement of RFP: | Friday, April 5, 2024 |
| RFP Pre-Submittal Conference: | Thursday, April 18, 2024. 1:30pm- 2:30pm, HNS - Old City Hall, 600 E. Trade Street. |
| **Letter of Interest Due, if applicable** | Monday, April 22, 2024 |
| Deadline for Questions: | Monday, May 6, 2024 |
| **DUE DATE & TIME FOR PROPOSALS:** | Monday, May 13, 11:59pm |
| Selection Announcement | No later than July 1, 2024 |

**ESG RFP Pre-submittal Conference**

Thursday, April 18, 2024, 1:30pm – 2:30pm

Housing & Neighborhood Services

Old City Hall, 600 E. Trade Street

Parking is available in the Charlotte-Mecklenburg Government Center Deck (corner of 4th Street & Davidson Street). Please bring your ticket in for validation.

Proposals shall be emailed in PDF form to Joey Mottola at: joey.mottola@charlottenc.gov. It is the sole responsibility of the proposer to ensure that the proposal package is received no later than the established due date and time at the proper location. Proposals received after the due date and time will not be considered. Proposals submitted by facsimile will not be accepted.

Submit to:

**Joey Mottola, Co**ntracts Manager

joey.mottola@charlottenc.gov

 City of Charlotte

 Housing & Neighborhood Services

## 1.4 Evaluation Criteria & Process

The City will review each proposal based on the provided scorecard which includes but not limited follow criteria:

* Overall agency experience with working with the identified population
* Responses to narrative questions in Form 4
* Proposed program budget and outcomes
* Review of currently funded agencies will also include FY2024 spending rates, percentage of targets met and contract monitoring reports.

The City will appoint an evaluation committee whose responsibilities will include performing independent technical evaluations of each proposal and making selection recommendations based on the criteria above. Evaluations will focus on identifying the relative strengths, weaknesses, deficiencies and risks associated with each Proposal. The City reserves the right to obtain clarification or additional information with any Agency in regard to its Proposal.

The City reserves the sole right to select the most qualified firm(s) on basis of best overall value that is most advantageous to the City.

Firms who submit proposals will be notified of the selection results. Final recommendation of any selected Agency is subject to the approval of City Council or City officials.

## 1.5 Proposal Format & Contents

Interested Agencies must complete and submit a pdf copy of each of the required Forms **1** thru **4** provided with this RFP and the required documents listed below.

Additionally, Agencies applying for ESG funds for the first time or for a new activity must submit a Letter of Interest (Form **5**).

|  |
| --- |
| **Document** |
| * Form 1 - Execution of Proposal\*
 |
| * Form 2 - Commercial Non-Discrimination Certification\*
 |
| * Form 3- Staffing\*
 |
| * Form 4 - Program Application\*
* Form 5 – Letter of Interest\*
 |
| * Latest Agency Audit (including compliance section and management report, if applicable)

(Note: Agencies exempt from federal threshold requirements (as defined in 2 CFR Part 200) may submit financial statements in lieu of an annual audit. Financial Statements should include your agency’s: balance sheet, income statement and cash flow statement.  |
| * Form 990 (nonprofit agencies only)
* For currently funded agencies only, HMIS or Comparable database CAPER report (reporting period 1/1/2023-12/31/2023)
 |
|  |
|   |
| \*Indicates a city provided form or format |

**END OF SECTION ONE**

# REPRESENTATIONS, CONDITIONS, AND OTHER REQUIREMENTS

## 2.1 Communications

All communication of any nature with respect to this RFP shall be addressed to the City staff identified in Section 1.1 this RFP. With the exception of communications with the designated City Staff for this RFP, prospective firms and their staffs are prohibited from communicating with elected City officials, City staff and any selection committee member regarding this RFP or submittals from the time the RFP was released until the selection results are publicly announced. Violation of this provision may lead to disqualification of the firm’s proposal for consideration.

## 2.2 Duties and Obligations of Firms in the RFP Process

Interested firms are expected to fully inform themselves as to all conditions, requirements and specifications of this RFP before submitting a proposal. Firms must perform its own evaluation and due diligence verification of all information and data provided by the City. The City makes no representations or warranties regarding any information or data provided by the City. Firms are expected to promptly notify the City in writing to report any ambiguity, inconsistency or error in this RFP. Failure to notify the City accordingly will constitute a waiver of claim of ambiguity, inconsistency or error.

## 2.3 Addenda

In order to clarify or modify any part of this RFP, addenda may be issued and posted at the City’s official website at [City of Charlotte - Request-for-Proposals](https://www.charlottenc.gov/Streets-and-Neighborhoods/Housing/Resources-for-Developers-and-Contractors/Request-for-Proposals).

Any requests for information or clarification shall be submitted in writing to the City staff identified in Section 1.1 of this RFP by the deadline for questions.

## 2.4 No Collusion, Bribery, Lobbying or Conflict of Interest

By responding to this RFP, the Agency shall be deemed to have represented and warranted that the proposal is not made in connection with any competing Agency submitting a separate response to this RFP and is in all respects fair and without collusion or fraud. Furthermore, the Agency certifies that neither it, any of its affiliates or subcontractors, nor any employees of any of the foregoing has bribed or lobbied, or attempted to bribe or lobby, an officer or employee of the City in connection with this RFP.

## 2.5 Public Records

Upon receipt by the City, each proposal becomes the property of the City and is considered a public record except for material that qualifies as “Trade Secret” information under North Carolina General Statute 66-152 et seq. Proposals will be reviewed by the City’s evaluation committee, as well as other City staff and members of the general public who submit public record requests after a selection result has been announced to the public. To properly designate material as a trade secret under these circumstances, each Agency must take the following precautions: (a) any trade secrets submitted by the Agency should be submitted in a separate, sealed envelope marked “Trade Secret – Confidential and Proprietary Information – Do Not Disclose Except for the Purpose of Evaluating this Proposal,” and (b) the same trade secret/confidentiality designation should be stamped on each page of the trade secret materials contained in the envelope.

In submitting a proposal, each Agency agrees that the City may reveal any trade secret materials contained in such response to all City staff and City officials involved in the evaluation process and to any outside consultant or other third parties who serve on the evaluation committee or who are hired by the City to assist in the evaluation process. Furthermore, each Agency agrees to indemnify and hold harmless the City and each of its officers, employees and agents from all costs, damages and expenses incurred in connection with refusing to disclose any material that the Agency has designated as a trade secret. Any Agency that designates its entire proposal as a trade secret may be disqualified from consideration.

## 2.6 Cost of Proposal Preparation

The City shall not be liable for any expenses incurred by any Agency responding to this RFP. Firms submitting a proposal in response to this RFP agree that the materials and submittals are prepared at the firm’s own expense with the express understanding that the Agency cannot make any claims whatsoever for reimbursement from the City for the costs and expense associated with preparing and submitting a proposal. Each Agency shall hold the City harmless and free from any and all liability, costs, claims, or expenses incurred by, or on behalf of, any person or Agency responding to this RFP.

## 2.7 Advertising

In submitting an RFP, proposer agrees not to use the results therefrom as part of any commercial advertising without prior written approval of the City of Charlotte.

## 2.8 Vendor Registration with City of Charlotte

The selected Agency and subcontractors must be registered in the City’s Vendor Registration System in order to receive payment for services and/or supplies provided under any City contract.

## 2.9 Financial Capacity; Insurance Requirements

 The selected Agency must have the financial capacity to undertake the work and assume associated liability. The selected Agency will be required to provide certificates of insurance evidencing coverage for automobile liability in the minimum amount of $1,000,000; commercial general liability in the minimum amount of $1,000,000; and workers’ compensation insurance as required by North Carolina statutes.

## 2.10 Ownership of Work Products

The City shall have exclusive ownership of all intellectual property rights in all documents and other work product prepared by, for, or under the direction of the selected Agency pursuant to any contract under this RFP (collectively, the “Intellectual Property”), including without limitation the right to copy, use, disclose, distribute, and make derivations of the Intellectual Property for any purpose or to assign such rights to any third party. The Intellectual Property shall be prepared in the City’s name and shall be the sole and exclusive property of the City, whether or not the work contemplated therein is performed. The City will grant the Agency a royalty-free, non-exclusive license to use and copy the Intellectual Property to the extent necessary to perform the contract.

## 2.11 City Rights and Reservations

The City expects to select one or more agencies but reserves the right to request substitutions of any key team member, including staff and subcontractors. The City reserves the right to contact any agencies for any additional information including but not limited to experience, qualifications, abilities, equipment, facilities, and financial standing. The City reserves the right to modify any part of this RFP as issued with an addendum. The City, at its sole discretion, reserves the right to reject any or all responses to the RFP, to cancel the RFP, to re-advertise for new RFP responses either with identical or revised specifications, or to accept any RFP response, in whole or part, deemed to be in the best interest of the City. The City reserves the right to waive technicalities and informalities.

A response to this RFP shall not be construed as a contract, nor indicate a commitment of any kind.

The City of Charlotte reserves the sole right to award a contract or contracts to the most qualified firm(s) on the basis of best overall proposal most advantageous to the City. The City of Charlotte is therefore not bound to accept a proposal on the basis of lowest price. The City of Charlotte also reserves the right to make multiple awards, based on experience and qualifications if it is deemed in the City’s best interest.

## 2.12 Contract

The contents of this RFP and all provisions of the successful proposal deemed responsive by the City of Charlotte may be incorporated, either in whole or in part, into a contract and become legally binding when approved and executed by both parties. Contents of the contract may contain changes from the City of Charlotte’s perspective as a result of the RFP process and proposal(s) received. The final negotiated contract may include the scope of work as outlined in this RFP along with the successful firm’s submittal and any additions or deletions made at the discretion of the City as a result of the RFP process.

**END OF SECTION TWO**

# Eligible Activities and Program Requirements

**3.1 Eligible Activities**

* **Street Outreach**

## Funding is available to provide essential services to unsheltered homeless households with the goal of connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.

* **Emergency Shelter**

Funding is available to provide a temporary shelter for households who meets eligibility requirements which does not require occupants to sign leases or occupancy agreements.

* **Homelessness Prevention**

Funding is provided for housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent households from moving into an emergency shelter or to a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground.

* + Households receiving Homelessness Prevention assistance must have an annual income at or below 30% of area median income and meet HUD’s definition of At Risk of Homeless and Homeless under 24 CFR 576.2 (Categories 2, 4: Imminent Risk of Homelessness, Fleeing/Attempting to Flee DV).

*Note: For households receiving financial assistance (not arrears only), actual utilities can be paid (versus using the utility schedule). The utility allowance is only used in ESG funding projects to determine whether units meets the Fair Market Rent standard.*

* **Rapid Re-Housing**

Funding is provided for housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to assist a homeless household move as quickly as possible into permanent housing and achieve stability in that housing.

* + Households receiving Rapid Re-housing services must meet the HUD’s definition of Homeless under 24 CFR 576.2 (Categories 1, 2, 4: Literally Homeless, Imminent Risk of Homelessness, Fleeing/Attempting to Flee DV).

*Note: For households receiving financial assistance, actual utilities can be paid (versus using the utility schedule). The utility allowance is only used in ESG funding projects to determine whether units meets the Fair Market Rent standard.*

* **Homeless Management Information Services (HMIS) / Comparable Database**

Funds may be used to pay for the costs of participating in and contributing to the HMIS designated by the Charlotte-Mecklenburg Continuum of Care (NC505).

 Funds may also be used to pay for the cost of contributing to a comparable

database for Domestic Violence Providers.

**3.2 Written Standards**

 The Charlotte-Mecklenburg Continuum of Care (CoC) establishes standards and

expectations for homeless housing service providers and funders in Mecklenburg County.

Projects funded through this contract must abide by these standards. [Click here](https://mecklenburghousingdata.org/charlotte-mecklenburg-coc/coc-documents/) to locate the Charlotte-Mecklenburg CoC written standards under the “General CoC Documents and Policies section”.

**3.3 Area Wide Coordination Requirements**

* Coordination with other targeted homeless services - Agencies must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area.
* System and Program Coordination with Mainstream Resources - Agencies must coordinate and integrate, to the maximum extent practicable, ESG-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.

**3.4 Language Access Plan**

 Agencies are required to create a Language Access Plan tailored to the program administering

and the Limited English Proficiency (LEP) population serving within 30 days of execution of

contract and aligns with the City of Charlotte Language Access Plan.

* 1. **Violence Against Women Act**

Adopt Charlotte Mecklenburg Continuum of Care (CoC) Emergency Transfer Plan which outlines the steps for an Emergency Transfer and details the remedies available in the community to protect victims. Additional information is located in the CoC’s written standards.

**END OF SECTION THREE**

**Form 1 – Execution of Proposal**

The person executing the Proposal, on behalf of the Company, being duly sworn, solemnly swears (or affirms) that neither he, nor any official, agent or employee of the Company has entered into any agreement, participated in any collusion, or otherwise taken any action which is in restraint of full and open competition in connection with any proposal or contract, that the Company has not been convicted of violating North Carolina General Statute 133-24 within the last three years, and that the Company intends to do the work with its own bona fide employees or subcontractors and is not proposing for the benefit of another company.

Submission of a response to this RFP constitutes certification that the Company and all proposed team members are not currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Project by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

NC General Statute 133-32 and City Policy prohibit any gift from anyone with a contract with the City, or from any person seeking to do business with the City. By execution of this Proposal, you attest, for your organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

The information contained in this Proposal, including its forms and other documents, delivered or to be delivered to the City, is true, accurate, and complete. This Proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the City as to any material facts.

**Type of Company:**

|  |  |
| --- | --- |
| **(check 1 box)** | ☐ **Sole Proprietor** ¨ **Partnership**  ¨ **Joint Venture**  |
|  | ¨ **Corporation** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(identify the State of incorporation)*  |
|  | *(if joint venture, complete this “Proposal Submission” sheet for each joint venture company and identify the “Name of Joint Venture” on each sheet)*NAME OF JOINT VENTURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
|  | City of Charlotte Vendor Number: |  |

**ACKNOWLEDGEMENT OF ADDENDA:**

The undersigned acknowledges receipt of the following addenda:

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No: |  | Date: |  | No: |  | Date: |  | No: |  | Date: |  |

|  |  |
| --- | --- |
| Company Legal Name: |  |
| Mailing Address: |  |
| City/State/Zip: |  |
| Phone: |  | Email: |  |
|  |  |  |  |

|  |
| --- |
| **Signature of Authorized Representative (or Designee)** |

|  |
| --- |
| **(Print Name)** |

|  |
| --- |
| **(Title)** |
| **Date** |

***Proposal is valid for one-hundred-eighty (180) days from the Proposal due date.***

# FORM 2 – COMMERCIAL NON-DISCRIMINATION CERTIFICATION

|  |  |
| --- | --- |
| **COMPANY NAME:** |  |

|  |  |
| --- | --- |
| **RFP NAME*:*** | **FY2025 ESG** |

 The undersigned Company hereby certifies and agrees that the following information is correct:

1. In preparing its bid/proposal, the Company has considered all bids/proposals submitted from qualified, potential subcontractors and suppliers and has not engaged in discrimination as defined in Section 2 below.
2. For purposes of this section, *discrimination* means discrimination in the solicitation, selection, or treatment of any subcontractor, vendor, supplier or commercial customer on the basis of race, ethnicity, gender, age, religion, national origin, disability or other unlawful form of discrimination. Without limiting the foregoing, *discrimination* also includes retaliating against any person or other entity for reporting any incident of discrimination.
3. Without limiting any other remedies that the City may have for a false certification, it is understood and agreed that, if this certification is false, such false certification will constitute grounds for the City to reject the bid/proposal submitted with this certification and terminate any contract awarded based on such bid/proposal. It shall also constitute a violation of the City’s Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies allowed thereunder, including possible disqualification from participating in City contracts for up to two years.
4. As a condition of contracting with the City, the Company agrees to promptly provide to the City all information and documentation that may be requested by the City from time to time regarding the solicitation and selection of subcontractors and suppliers. Failure to maintain or failure to provide such information shall constitute grounds for the City to reject the bid/proposal and to terminate any contract awarded on such bid/proposal. It shall also constitute a violation of the City’s Commercial Non-Discrimination Ordinance and shall subject the Company to any remedies that are allowed thereunder.
5. As part of its bid/proposal, the Company shall provide to the City a list of all instances within the past ten years where a complaint was filed or pending against the Company in a legal or administrative proceeding alleging that the Company discriminated against its subcontractor, vendors, suppliers, or commercial customers, and a description of the status or resolution of that complaint, including any remedial action taken.
6. As a condition of submitting a bid/proposal to the City, the Company agrees to comply with the City’s Commercial Non-Discrimination Policy as described in Section 2, Article V of the Charlotte City Code, and consents to be bound by the award of any arbitration conducted thereunder.

|  |
| --- |
| **Signature of Authorized Representative (or Designee)** |

|  |
| --- |
| **(Print Name)** |

|  |
| --- |
| **(Title)** |

|  |
| --- |
| **(Date)** |

**FORM 3 – STAFFING**

|  |  |
| --- | --- |
| **COMPANY NAME:** | Click or tap here to enter text. |

|  |  |
| --- | --- |
| **RFP NAME*:*** | **FY2025 ESG** |

List the full names of all **employees** whom you intend to assign to this program. Describe their specific role/responsibility and availability. Add additional pages as necessary.

| **Employee Name & Title** | **Project Role**  | **Availability** | **Education / Experience** |
| --- | --- | --- | --- |
| Example: John Smith, Counselor | Program eligibility client services & counseling | Full time staff assigned 50% to this program | MSW |
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# Form 4 - Application for Emergency Solution Grant Funding FY2025

| **Agency:** | Click or tap here to enter text. |
| --- | --- |
| **Address:** | Click or tap here to enter text. |
| **Director:** | Click or tap here to enter text. |
| **Agency Contact Information for Application (Name, Phone #, email) :** | Click or tap here to enter text. |
| **Total Funding being requested from City for Fiscal Year 2025** | Click or tap here to enter text. |

# Funding Priorities

# The City of Charlotte will award funds to activities consistent with the following funding

# priorities.

1. Street Outreach
2. Emergency Shelter
3. Rapid Re-Housing
4. Homelessness Prevention

More information about these activities can be found at <https://www.hudexchange.info/esg/>.

**Program Minimum Requirements**

* Programs referral must be received through Coordinated Entry Process.

Note: New and/or updated Coordinated Entry priorities for this funding cycle will be approved by the Charlotte-Mecklenburg Continuum of Care (CoC).

* Agencies must enter HUD required data elements into the Homeless Management Information Network (HMIS) identified by the CoC. (Domestic Violence Agencies must use a comparable database).
* Agencies must ensure that invoices are submitted per requirements outlined in contract.

#

# 1.0 Agency and Program Information

Provide description of your agency. If requesting City-funding for a specific program within your agency, also provide the name and description of the specified program along with your agency’s description:

|  |
| --- |
| **1.1 Agency and Program Description (*Please provide a description of agency’s experience in working with Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention, and the target population in which you will serve)*:** |
| Click or tap here to enter text. |

|  |
| --- |
| **1.2 Agency Mission Statement:** |
| Click or tap here to enter text. |

|  |
| --- |
| **1.3 Agency Vision Statement:** |
| Click or tap here to enter text. |

|  |
| --- |
| **1.4 Describe the benefits or results of agency or program services *(Please describe how services adequately and appropriately meet anticipated service needs)*:** |
| Click or tap here to enter text. |

|  |
| --- |
| **1.5 Describe agreements your agency/program has for linkages with mainstream resources?**  |
| Click or tap here to enter text. |

|  |
| --- |
| **1.6 *For Street Outreach applicants only*: How does (or will) your agency collaborate with other Street Outreach programs.**  |
| Click or tap here to enter text. |

|  |
| --- |
| **1.7 *For Emergency Shelter applicants only*: What strategies does the agency have in place to address long-stayers (365+days)?**  |
| Click or tap here to enter text. |

|  |
| --- |
| **1.8 *For Homelessness Prevention and Rapid Re-Housing applicants only:* Describe strategies in place to assist clients in maintaining housing once maximum funds are utilized?**  |
| Click or tap here to enter text. |

**2.0 Agency Financial & Contract Compliance**

|  |
| --- |
| **2.1 FY2023 (July 2022–June 2023) ESG Expenditures (if applicable):** **1) If you were unable to use all allocated funding provide an explanation and any strategies** **used to utilize funding.** ***(Note: If awarded funds in this FY2025 application, any FY2023 unspent funds may be deducted from overall award.)*** |
| Click or tap here to enter text. |

|  |
| --- |
| **2.2 FY2024 (July 2023–March 2024) ESG Expenditures (if applicable):** **1) Are you on track to spend all FY2024 allocated funds? If no, provide an explanation** **and any strategies being used to utilize funding.** **2) If awarded funds in FY2024 what additional strategies you will utilize to ensure that funds** **are used in their entirety?** ***(Note: If awarded funds in the FY2025 application any FY2024 unspent funds may be deducted from overall award).*** |
| Click or tap here to enter text. |

|  |
| --- |
| **2.3 Contract Compliance: Describe the process for ensuring all agency staff understand and will meet ESG contract requirements around required reporting and submitting invoices.**  |
| Click or tap here to enter text. |

**3.0 Connection to the Community**

|  |
| --- |
| **3.1 How does your agency participate in the COC’s Coordinated Entry System?** |
| Click or tap here to enter text. |

|  |
| --- |
| **3.2** **How does your agency participate in COC’s committees and/or workgroups?**  |
| Click or tap here to enter text. |

|  |
| --- |
| **3.3** **How does your agency collaborate with other entities in the community?**  |
| Click or tap here to enter text. |

**4.0 Proposed Project Budget**

# If requesting City-funds for a specific program within your agency, provide from total operation the

# expense and revenue budget information for the specified program including all funding sources. For

# purposes of this application, the budget information provided should coincide with the City’s fiscal year

# FY2025, July 1, 2024 through June 30, 2025.

**4.1 Projected Expenses**

|  |  |  |
| --- | --- | --- |
| **Personnel Expenses** |  **Projected Program Budget** |  **Program Budget Request from City** |
| Salaries | Click or tap here to enter text. | Click or tap here to enter text. |
| Merit | Click or tap here to enter text. | Click or tap here to enter text. |
| Benefits | Click or tap here to enter text. | Click or tap here to enter text. |
| Total Personnel Expenses | Click or tap here to enter text. | Click or tap here to enter text. |
| **Operating Expenses** |  |  |
| Communications (e.g., publishing, marketing) | Click or tap here to enter text. | Click or tap here to enter text. |
| Travel & Training | Click or tap here to enter text. | Click or tap here to enter text. |
| Facilities (e.g., rent, utilities) | Click or tap here to enter text. | Click or tap here to enter text. |
| Technology  | Click or tap here to enter text. | Click or tap here to enter text. |
| Other | Click or tap here to enter text. | Click or tap here to enter text. |
| Total Operating Expenses | Click or tap here to enter text. | Click or tap here to enter text. |
| Total Expenses *(Personnel & Operating)* | Click or tap here to enter text. | Click or tap here to enter text. |

**4.2 Projected Revenues**

Please include all revenues, excluding revenues received from the City of Charlotte specifically to this project, in the fields below.

|  |  |
| --- | --- |
| **Revenues** | **Amount Dedicated to Program**  |
| Government Grants & Funding | Click or tap here to enter text. |
| Foundation Grants & Funding | Click or tap here to enter text. |
| Donor Contributions | Click or tap here to enter text. |
| Service Fees | Click or tap here to enter text. |
| Other Revenue | Click or tap here to enter text. |
| **Total Revenues** | Click or tap here to enter text. |

**5.0 Budget Worksheet**

*Reminder: Actual utilities can be paid (versus using the utility schedule) for households eligible to receive a utility allowance. The utility allowance is only used in ESG funding projects to determine whether units meets the FMR standard.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Total Amount Requested** | **Number of Households to be Served** | **Cost per Household** |
| ***Example: Emergency Shelter- Operating Cost*** | *$10,000* | *100* | *$100.00* |
| **Emergency Shelter (Operating) \*** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Emergency Shelter (Shelter Services)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Rapid Re-Housing (Financial Assistance)**  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Rapid Re-Housing (Case Management & Services)**  | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Homelessness Prevention (Financial Assistance)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Homelessness Prevention (Case Management & Services)** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Street Outreach** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| **Homeless Management Information System (HMIS) or comparable database** | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

*\***Please note below what portion of total Emergency Shelter (Operating) funds are being requested that you are willing to commit to spending by December 31, 2024.*

|  |  |  |
| --- | --- | --- |
| **Emergency Shelter (Operating Cost)** | Total Amount Committed to Spending by Dec. 31, 2024 | Click or tap here to enter text. |

**6.0 Agency and Program Capacity and Stability**

| **6.1 Why is your agency seeking ESG funds? (For example, are you looking to expand, begin or maintain homeless services)** |
| --- |
| Click or tap here to enter text. |

| **6.2 ESG cannot sustain an entire project, indicate plans outside of City-funding to ensure a fully funded project and able to meet the requirements as outlined in the CoC Written Standards.**  |
| --- |
| Click or tap here to enter text. |

| **6.3 How will your agency meet the required financial match requirement? *(Each subrecipient must make matching contributions to supplement the subrecipients ESG program in an amount that equals the subrecipient’s fiscal grant for ESG.)***  |
| --- |
| Click or tap here to enter text. |

| **6.4 If City-funding is denied; describe the impact on project. (Note: provide as many details as possible)**  |
| --- |
| Click or tap here to enter text. |

| **6.5 If your agency received City-funding for the current fiscal year and is requesting a change in the City-funding level for the upcoming fiscal year, provide the reason(s) for requesting a change in the City’s funding level.** |
| --- |
| Click or tap here to enter text. |

| **6.6 *For Homelessness Prevention and Rapid Re-Housing Applicants Only:* Please describe in detail how inspections (including Lead inspection requirements) for properties will be handled.** |
| --- |
| Click or tap here to enter text. |

| **6.7 How does your agency maintain the confidentiality of client’s personal identifiable information (PII) when sharing information with internal and external partners.**  |
| --- |
| Click or tap here to enter text. |

| **6.8 Does you agency have a current media consent policy? If yes, please provide date policy was approved and overview of what is included. If no, when do you expect to have a policy adopted.**  |
| --- |
| Click or tap here to enter text. |

**7.0 Equity**

| **7.1 Describe how your agency actively solicit, honor and utilize input from the voices of those most affected by your services, program participants and individuals with lived experience.** |
| --- |
| Click or tap here to enter text. |

| **7.2 Has you agency reviewed project participant outcomes with an equity lens, including the disaggregation of data by race, ethnicity, gender identity and/or age? If yes, describe at least one (1) thing your agency learned about their outcomes.** |
| --- |
| Click or tap here to enter text. |

**8.0 Certifications**

**Please select all that apply to the Agency:**

*(Note: Missing items 4-16 will not affect application review. However, items will be required prior to entering contract or use of funds if awarded funding through this RFP.)*

☐ 1. Agency is a 501c3 or unit of government.

☐ 2. Agency can meet all reporting requirements under ESG.

☐ 3. Agency has no overdue tax debts.

☐ 4. Agency will hold minimum insurance requirements.

☐ 5. Agency has Financial Policy and Procurement Standards.

☐ 6. Agency has a current Conflict of Interest Policy that meets HUD requirements.

☐ 7. Agency has an Anti-Discrimination Policy.

☐ 8. Agency has a Drug-Free Workplace Policy.

☐ 9. Agency has an Environmental Tobacco Smoke-Free Policy.

☐ 10. Agency has an Equal Access Policy.

☐ 11. Agency has a Fair Housing Policy.

☐ 12. Agency has a Faith-Based Activities Policy.

☐ 13. Agency has a Termination of Assistance Policy for Program Participants.

☐ 14. Agency has a Confidential and Record Retention Policy.

☐ 15. Active registration listed in SAM.gov system.

☐ 16. (Current ESG funded Agencies Only) Agency has written policies for each ESG funded

 service currently being provided.

**Please acknowledge each statement and sign.**

[ ]  To the best of my knowledge and belief, all information in this application is true and correct.

[ ]  I understand that contracts are for one (1) year and that if funds are awarded to my agency

 we will be responsible to spend 100% of the funds within that contract period.

[ ]  Documentation of match requirement will be provided during contract compliance monitoring.

[ ]  I certify that my agency will complete the grant per the proposal provided and in accordance

 with the terms and conditions outlined in the RFP documents.

|  |
| --- |
| **Signature of Authorized Representative (or Designee)** |

Click or tap here to enter text.

|  |
| --- |
| **(Print Name)** |

Click or tap here to enter text.

|  |
| --- |
| **(Title)** |

Click or tap here to enter text.

|  |
| --- |
| **(Date)** |

**Form 5**

**City of Charlotte**

**Emergency Solution Grant (ESG)**

**Letter of Interest**

Agency: Click or tap here to enter text.

Contact Name: Click or tap here to enter text.

Contact Information (phone & email): Click or tap here to enter text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Target Population: Click or tap here to enter text.

Project Description: Click or tap here to enter text.

|  |  |
| --- | --- |
| **Eligible Activity** | **Place check mark by each activity your agency will be interested in applying:** |
| Street Outreach |[ ]
| Emergency Shelter |[ ]
| Homelessness Prevention |[ ]
| Rapid Re-Housing |[ ]
|  HMIS *(note: eligible activity only if in conjunction with another*  *eligible activity)* |[ ]

***[Page 1 of 2]***

 **Please initial all boxes to indicate the organizational capacity.**

[ ] Agency can demonstrate that the project will provide a 100% match of the total budget amount.

[ ]  Agency can demonstrate that the project would be ready to begin on July 1, 2024.

[ ] Agency has experience in providing housing and/or services to individuals or families

 experiencing homelessness.

[ ] Agency is prepared to participate in Coordinated Entry process approved by Charlotte-

 Mecklenburg Continuum of Care.

[ ] Agency is prepared to utilize Homeless Management Information System to capture

 client-level data on all clients in the program (or comparable database if Domestic

 Violence Provider).

[ ] Agency is prepared to follow Charlotte-Mecklenburg Written Standards which covers all ESG

 eligible activities.

**To the best of my knowledge and belief, all information submitted in the Letter of Interest is true and correct.**

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Signature of Authorized Representative (or Designee)**

 Click or tap here to enter text.

|  |
| --- |
|  **(Print Name)** |

Click or tap here to enter text.

|  |
| --- |
|  **(Title)** |

Click or tap here to enter text.

|  |
| --- |
|  **(Date)** |

***Note: Submission of a Letter of Interest does not constitute an application, nor does it constitute approval for funding by the City of Charlotte.***

***[Page 2 of 2]***