



City of Springfield Missouri

REQUEST FOR PROPOSALS COMMUNITY DEVELOPMENT BLOCK GRANT – COVID-19 (CDBG-CV) HOMELESS FACILITIES & PUBLIC SERVICES

The City of Springfield, Planning and Development Department is soliciting proposals from non-profit partners for Community Development Block Grant COVID-19 (CDBG-CV) funding for the acquisition, construction, and/or rehabilitation of community transitional housing facilities, or public services that will serve the homeless while also preventing, preparing for, and/or responding to the Coronavirus (COVID-19).

Purpose: The City of Springfield, Planning and Development Department will be applying via a competitive process for CDBG-CV funding through the Missouri Department of Economic Development (DED). Pursuant to the DED CDBG-CV Application Guidelines, the maximum total amount that an applicant (the City) can receive from DED is \$2 million. Proposals will be analyzed by the City staff, and a project or projects will be chosen, allowing for the City to apply to the DED for CDBG-CV funding on behalf of the chosen non-profit partner or partners. The City reserves the right to accept or reject any or all proposals or adjust the requested grant amount to enable multiple projects to be supported in our application to DED.

Eligible Uses of Funds:

The City of Springfield is accepting proposals for:

- The acquisition, construction, and/or rehabilitation of community transitional housing facilities that will serve the community's homeless population.
- Public service projects that will address the unmet needs of the homeless in an effort to prevent, prepare for, or respond to COVID-19.

Proposal Requirements:

- Proposals may only be submitted by local non-profit entities with capacity to administer the funds directly, eligible to conduct business in the City, and in good standing with the state of Missouri. Funding will not be awarded to individuals and may not be sub-granted.
 - Proposals must include a letter of good standing from the Missouri Secretary of State's office.
- Projects must be located within the corporate limits of the City of Springfield.
- Proposals must include a clear and detail description of the community need(s) and project impact, including the number of beneficiaries that will be served.
- Proposals must include a description of the proposed actions to address the need(s) – Be specific.
 - This description must indicate how the proposal will prevent, prepare for, and/or respond to the Coronavirus (COVID-19) or address needs identified

from the COVID-19 impact, while also providing a detailed description of the proposed acquisition, construction, and/or rehabilitation of a proposed transitional housing facility or public service needs being addressed.

- Proposals must include the total estimated cost of the proposed project and the amount of CDBG-CV funding that is being sought.
- Community transitional housing facility proposals must indicate whether or not architectural plans and zoning approvals have already been completed.
 - Community transitional housing facility proposals for shovel ready projects, with architectural plans and zoning approvals will be given preference over similar proposals that are not construction ready.
- Transitional housing project proposals should include architectural plans if plans have been completed for your project.
 - The plans must be submitted in an electronic format.
- Provide detailed responses to all of the questions contained within the applicable attached Community Facility Narratives or Public Service Narratives.
 - Responses to the applicable Community Facility Narratives or Public Service Narratives must be provided in either a Word or Excel format.
- Prepare and submit a detailed budget for the project, indicating the amount of grant funding that is being sought and the private funding that will be potentially be used to leverage the grant funding.

If your proposal is chosen for application submission to DED, please note the following:

The **Davis-Bacon Act** (40 USC, Chapter 3, Section 276a-276a-5; and 29 CFR Parts 1, 3, 5, 6 and 7) is triggered when construction work over \$2,000 is financed in whole or in part with CDBG funds. It requires that workers receive no less than the prevailing wages being paid for similar work in the same area. Davis-Bacon does not apply to the construction or rehabilitation of residential structures containing less than eight units or force account labor (construction carried out by employees of the grantee).

It is the City's policy to avoid the displacement and relocation of any occupants. Projects that involve the acquisition or demolition to real property or the displacement of the current occupants will be reviewed with the potential applicability of the Uniform Relocation Assistance and Real Property Acquisition Policies Act. If the proposal anticipates this, please include the current occupancy information and proposed actions for relocation (if applicable).

Submission:

Please submit your proposal by email to batchley@springfieldmo.gov no later than 5:00 PM on August 18, 2021.

For all questions, please contact:

Bob Atchley

Senior Planner

Phone: 417-864-1308

Email: batchley@springfieldmo.gov

or

Bob Jones

Grants Administrator

Phone: 417-864-1593

Email: rjones@springfieldmo.gov



PUBLIC SERVICES NARRATIVES

PLEASE ATTACH RESPONSES IN EITHER WORD OR EXCEL

- CVPS – 1:** How will the proposed public services activity prevent, prepare for, or respond to COVID -19?
- CVPS – 2:** Describe how the proposed public services project relates to the unmet need of the community.
- CVPS – 3:** Will the applicant or subapplicant be responsible for the development of the implementation of services? Describe the experience and capacity of the party responsible for the development of these proposed services.
- CVPS – 4:** Describe the strategy and provide a timeline for the implementation of the proposed public services.
- CVPS – 5:** As the applicant, do you have existing capacity to implement the proposed services effectively? If existing capacity does not exist, explain how capacity will be built in order to implement the proposed services.
- CVPS – 6:** Please provide detailed information indicating the unmet of this project, specifically detailing all other eligible funding streams have been otherwise expended (may include, but not limited to: CARES Act, American Rescue Plan, PPP Loans, SBA programs, EDA programs).
- CVPS – 7:** Describe how the proposed public services project decisions may affect members of protected classes, racially and ethnically concentrated areas, as well as concentrated areas of poverty. Include applicable details on how the proposed project will provide access to critical supplies, childcare services, increase capacity for health care unmet needs, or other critical services to low-poverty, minority and non-minority areas where appropriate.



COMMUNITY FACILITY NARRATIVES
PLEASE ATTACH RESPONSES IN EITHER WORD OR EXCEL

- CVCF – 1:** Why is the facility needed to prevent, prepare for, or response to COVID-19?
- CVCF – 2:** Where is the closest similar facility?
- CVCF – 3:** Do members of your community have access to that other facility?
- CVCF – 4:** List the number of daily/monthly/annual users of the proposed facility.
- CVCF – 5:** Describe specifically the construction details of the facility proposed (size, material, location, etc.).
- CVCF – 6:** Why is building this type of facility the best solution to address the need?
- CVCF – 7:** Describe all of the dollars (public and private) that are currently spent annually as a result of not having this facility to address the need?
- CVCF – 8:** Please provide detailed information indicating the unmet of this project, specifically detailing all other eligible funding streams have been otherwise expended (may include, but not limited to: CARES Act, American Rescue Plan, PPP Loans, SBA programs, EDA programs).
- CVCF – 9:** Is there a fee to use the facility?
- CVCF – 10:** How will the facility maintain a long-term operation?
- CVCF – 11:** Who will manage the facility?
- CVCF – 12:** Will the users remain constant?
- CVCF – 13:** Will the community support the operation of the facility beyond the current local government administration?
- CVCF – 14:** Describe the not-for-profit (if applicable) that is involved in the project.
- CVCF – 15:** How long has the not-for-profit been in business in the community?
- CVCF – 16:** Does the not-for-profit have experience in similar projects?
- CVCF – 17:** Describe, in detail, the in-kind contribution for this project.

CVCF – 18: Do you anticipate a need for Asbestos Inspection?

CVCF – 19: Provide a timeline or milestone schedule for the following milestones to show completion of the proposed project: removal of grant conditions (ER clearance), start of construction, 50% construction completion, 100% construction completion, and project closeout.

If community facility project is for ADA improvements, complete CF narrative section and also the following 10 ADA questions.

CVADA – 1: Describe the necessary modifications that are related specifically to compliance with the ADA law.

CVADA – 2: Are there any other building improvements scheduled that will coincide with the accessibility modifications? If so, please describe them and include anticipated sources of financing.

CVADA – 3: How many elderly and disabled persons reside in your community?

CVADA – 4: What percentage do elderly and disabled persons represent of the population in your community?

CVADA – 5: How many floors in the building have offices that provide services to the public?

CVADA – 6: Describe each of these offices and the specific services they provide. Include the average number of persons visiting each office on a daily basis.

CVADA – 7: Describe any verifiable threats to personal health and safety that currently exist because of not having public access to your building.

CVADA – 8: Complete the following plan format for your proposal, **addressing all activities necessary to achieve full compliance with the law:**

ADA Activity	Cost	Source of Funds	Timeline for Completion

CVADA – 9: Does this project qualify for any other state or federal assistance program(s)?

CVADA – 10: There will be no contingent awards made. Describe ANY financing or activities not completed or committed that may affect the ability of this project to move forward.