



City of Springfield, Missouri

Planning and Development Department

Notice of Funding Availability

Non-Congregate Shelter Program

Issuance Date: January 30, 2023

Letter of Intent Due Date: February 21, 2023 at 12:00 PM (Noon)

Proposals Due Date: March 23, 2023 at 12:00 PM (Noon)

Pre-Proposal Technical Assistance / Information Meetings:

**February 1, 2023 at 2:00 PM, 2nd Floor West
Conference Room, Busch Building, 840 Boonville
Avenue**

**February 6, 2023 at 2:00 PM, 2nd Floor West
Conference Room, Busch Building, 840 Boonville
Avenue**

Contact: Bob Jones, Grants Administrator, or
Bob Atchley, Senior Planner

City of Springfield
Planning and Development Department
Busch Municipal Building
840 Boonville Avenue
Springfield, MO 65802

www.springfieldmo.gov

Invitation to Submit a Letter of Intent (LOI)

The submission of a Letter of Intent (LOI) with supporting documentation is the required preliminary step for organizations seeking to submit a full proposal for HOME-ARP and ARPA funding for the development of Non-Congregate Shelter (NCS) through the City of Springfield Planning & Development Department's Non-Congregate Shelter Program.

Please review the background information and full Request for Proposals (RFP) before submitting a Letter of Intent. The full RFP provides background information about the HOME-ARP funding, information about qualifying populations and eligible activities, and clarity regarding the use of the City's HOME-ARP funding.

It is expected that proposals will include any of these or similar options for the development of NCS:

- Acquisition of one or more buildings that can reasonably be converted into NCS such as motels, hotels, or apartments that may require some repairs or upgrades or even substantial rehabilitation.
- New Construction of a NCS based on detailed plans and located on property available and in the control of the applicant.
- Rehabilitation of an existing structure already owned by the applicant.

A total of \$5,001,000 is available for this NOFA. The City has dedicated \$2,215,703 of HOME-ARP and \$2,785,297 of ARPA funding to allow for the acquisition, construction, renovation, or rehabilitation of one or more buildings to create one or more Non-Congregate Shelters.

Applicants should review all the guidance documents in this NOFA, and it is strongly recommended that you attend one of the two technical assistance meetings prior to submitting your application package.

All submissions will be reviewed and evaluated based upon the City needs and the proposed documents. Selection and further discussion may take place with applicants that provide the best and most efficient use of the grant funds. This NOFA may result in multiple awards. Non-congregate shelter awards will follow the timeline and commitments that are imposed by HUD and spelled out in the requirements that follow. Submission of an LOI or proposal does not guarantee an award and/or full funding of the requested amount.

Letter of Intent (LOI) Guide

All applicants must submit a Letter of Intent in order to be eligible for the HOME-ARP and ARPA funding through the City's Non-Congregate Shelter Grant process.

All Letters of Intent (LOIs) will be accepted until **12:00 pm (noon) on February 21, 2023**. **LOIs received after 12:00pm (noon) on February 21, 2023, will not be accepted for consideration for grant funding.**

LOIs should be submitted to the attention of Bob Atchley at the following address: Planning and Development Department, 840 Boonville, Springfield, MO 65801-8368. LOIs may also be hand delivered to the Planning and Development Office on the 2nd Floor of the Busch Municipal Building or submitted via email at the following: batchley@springfieldmo.gov.

Required Information and Documentation for Letters of Intent (LOIs)

All Letters of Intent must include the following information and supporting documentation:

- **Cover Letter**
 - Name(s), address(es), email address(es), and phone number(s) of the contact person(s) or entity submitting the LOI.
 - Primary contact person's name, address, email address, and phone number, if different from above.
 - Name of the project
 - Approximate amount intended to request
 - List of all attachments or enclosures

- **Project Description**
 - Project name (if any)
 - Total number of shelter beds being added via the Non-Congregate Shelter Proposal to the local Continuum of Care (Ozarks Alliance to End Homelessness)
 - Qualifying populations to be served
 - Location of the project (address)
 - Current zoning

- **Proposed Ownership**
 - Non-Profit Agency – IRS 501 (c) (3) documentation
 - For Profit Agency – Applicable ownership documentation for the type of business

- **Proposed Use of HOME-ARP Funds**
 - Acquisition Costs
 - Demolition costs
 - Development hard costs
 - Related Soft Costs

NOFA Schedule

Release Date: 1/30/2023

City TA Meetings: 2/01/2023

2/06/2023

LOI Due: 2/21/2023

Proposal Due Date: 3/23/2023

City of Springfield – Request for Proposals (RFP) HOME-ARP and ARPA Grant Funded Program Non-Congregate Shelter

Program Description

The City of Springfield recognizes the need for additional Non-Congregate Shelter facilities to assist the unsheltered within our community. The Springfield City Council recently allocated HOME-ARP and ARPA funding specifically to increase the supply of Non-Congregate Shelter beds within the Continuum of Care (CoC). The HOME-ARP and ARPA funding will be provided as a grant to non-profit and/or for-profit developer(s) and must be used to develop Non-Congregate Shelter facilities in accordance with The Department of Housing and Urban Development's (HUD) HOME-ARP program as described in:

- HUD's CPD Notice 21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program (Notice) dated 9/13/2021 and
- HUD's memorandum: Waivers and Alternative Requirements for Implementation of the HOME American Rescue Plan (HOME-ARP) Program dated 9/8/2021 and
- The City of Springfield's HOME-ARP Allocation plan, as approved by HUD

HOME-ARP Qualifying Populations (QPs)

The purpose of the HOME-ARP program is to serve the following populations:

- Homeless
- At-risk of Homelessness
- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking
- Other Populations Requiring Services or Housing Assistance to Prevent Homelessness or that are At Great Risk of Housing Instability

Non-Congregate Emergency Shelter

A non-congregate shelter (NCS) is one or more buildings that provide private units or rooms as temporary shelter to individuals and families and does not require occupants to sign a lease or occupancy agreement. All NCS units must provide each individual or family with an acceptable, individual room to sleep which includes adequate space and security for themselves and their belongings.

HOME-ARP Non-Congregate Shelter Owner/Operator Requirements

In order to be eligible to receive HOME-ARP Non-Congregate Shelter funds, applicants will be expected to have basic capacity to run a low-barrier, housing-focused non-congregate shelter, including:

- Utilize Housing First principles.
- Prepare and enforce emergency shelter operations policies and procedures.
- Provide adequate staff oversight, supervision, and management.
- Participate in the Ozarks Alliance to End Homelessness (OAEH - the Springfield/Greene, Christian, and Webster Counties Continuum of Care) Coordinated Entry System, and follow all policies and procedures related to the Coordinated Entry System, including regular attendance at Case Conferencing Meetings.
- Participate in the Homeless Management Information System (HMIS) or OAEH approved comparable database and comply with all policies and federal mandates surrounding use of HMIS.
- Join and participate in the OAEH as an active member, meeting attendance requirements which is currently 75% of Systems and Services Committee Meetings, and 75% of quarterly General Membership Meetings.
- Manage shelter inventory, including supplies and personal protective equipment.
- Maintain complete client files including, but not limited to, eligibility, demographic characteristics, and income of persons assisted.
- Comply with conflict-of-interest requirements. A copy of the completed Certification Regarding Potential Conflicts of Interest (Attachment 5 – Page 21) will be required to be submitted.

NOTE: Victim service providers cannot participate in HMIS. Providers that do not participate in HMIS must use a comparable database that produces unduplicated, aggregate reports instead.

In addition, if the proposed project is funded, the following HOME-ARP requirements will apply:

- Applicants must comply with the HOME-ARP restricted use period (10 to 15 years) as applicable to each of the following categories: new construction (15 years), rehabilitation

(10 years), or acquisition only (10 years), as evidenced by a deed restriction, covenant running with the land, legally binding agreement restricting the use of the property and recorded on the property in accordance with state recordation laws, or other mechanism approved by HUD.

- Applicants must agree that the property is operated as HOME-ARP non-congregate shelter for the required restricted use period except that HOME-ARP non-congregate shelter projects may be converted to permanent affordable housing or CoC permanent housing after being operated as non-congregate shelter for the applicable minimum use period prior to conversion. The minimum use period is defined in detail within Attachment 8. If the non-congregate shelter is converted, the recipient and the City of Springfield must amend its use restriction to reflect the change in requirements for the remainder of the restricted use period.
- Applicants must commit that preference will be given to individuals or families who are from the homeless, and/or those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking qualifying populations. Qualifying populations cannot be charged occupancy fees or other charges to occupy their unit.
- Applicants must comply with the requirement that no individual or family may be denied admission to or removed from a unit on the basis or as a direct result of the fact that the individual or family is or has been a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking if the individual or family meets the criteria of one of the qualifying populations.
- Applicants will serve qualifying populations within the non-congregate shelter with referrals coming from the Coordinated Entry System.

HOME-ARP Eligible Costs

Applicants can only use HOME-ARP funding toward the following non-congregate shelter costs:

- Acquisition costs to acquire improved or unimproved real property.
- Demolition costs for demolishing existing structures for the purpose of developing a non-congregate shelter.
- Development hard costs, as defined in the HOME program at 24 CFR §92.206(a), to rehabilitate or construct non-congregate shelter units.
- Site improvements to the project site, including installation of utilities or utility connections, and the construction or rehabilitation of laundry, community facilities, on-site management, or supportive service offices.
- Related soft costs, which are reasonable and necessary costs incurred by the City of Springfield and owner associated with the financing, acquisition, and development of non-congregate shelter projects, including costs identified through the HOME program at 24 CFR §92.206(d), with the following exceptions:

- Costs to provide information services such as affirmative marketing to prospective homeowners and tenants;
- Costs of funding an initial operating deficit reserve;
- Costs of project-specific assistance to community housing development organizations, including technical assistance and site control loans or seed money loans as specified in 24 CFR 92.301.

HOME-ARP Prohibited Costs

Applicants shall not use HOME-ARP funds toward any of the following prohibited costs:

- Operating costs of a non-congregate shelter project.
- Costs of conversion of a HOME-ARP non-congregate shelter.
- Non-federal matching contributions required under any other federal program.
- Assistance for uses authorized under section 9 of the U.S. Housing Act of 1937.
- (42 U.S.C. 1437g) (Public Housing Capital and Operating Funds).
- Assistance to eligible low-income housing under HUD mortgage and loan assistance programs.
- Payments for the acquisition of property owned by the City of Springfield, except for property acquired by the City with HOME-ARP non-congregate shelter funds, or property acquired in anticipation of carrying out a HOME-ARP non-congregate shelter project.
- Payments of delinquent taxes, fees, or charges on properties to be assisted with HOME-ARP non-congregate shelter funds.
- Any other costs that are not eligible under HOME-ARP.

Securing Operating Funding

Applicants must show they have secured or have a high likelihood of securing operating funding for at least 10 years, as operating costs cannot be paid with HOME-ARP funds.

- Operating funds should be sufficient to ensure services include nightly sleeping accommodations, meals, showers, laundry services, mail services, internet access, and other basic need services.
- Operating funds should be sufficient to support staffing to conduct intakes, assessments, and discharges in accordance with the current HMIS standards for the CoC.
- Operating funds should be sufficient to make case management available to all clients. This case management program should be developed with customized service plans to meet individual goals. Case management services should focus on connections to mainstream community resources and support networks to support housing placement and long-term housing retention.

- Operating funds should be sufficient to provide services in alignment with the CoC Quality Assurance Standards, including but not limited to Housing First approaches, best practices in lowering barriers to access, protection of client choice, equal access regardless of actual or perceived sexual orientation, gender, or marital status. Contractor shall adopt policies and procedures in accordance with shelter best practices.

Applicant Minimum Requirements

- Applicants must provide evidence that the developer has appropriate skills and experience related to the development of shelters or other similar facilities.
- Applicants should submit organizational evidence of prior experience with operating shelters for those that are homeless, and/or those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined in the HUD HOME-ARP Notice. If the applicant is entering into a contract with a separate organization that will be operating the non-congregate shelter, then that contracted organization may provide evidence of its prior experience with operating shelters.
- Applicants must submit for review by the City an acquisition or development budget, timeline, and sources and uses statement for the acquisition and/or development of the project.
- Applicants must meet the following minimum safety, sanitation, accessibility, and privacy standards:
 - Must be structurally sound to protect occupants from the elements and not pose any threat to health and safety of the occupants.
 - 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 implementing regulations at 24 CFR part 35, all as applicable.
 - Must provide each individual or family with an acceptable, individual room to sleep which includes adequate space and security for themselves and their belongings.
 - 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 occupants.
 - Must have a water supply free of contamination.
 - Must have in-unit sanitary facilities that are in proper operating condition and are adequate for personal cleanliness and the disposal of human waste.
 - Must provide necessary heating/cooling facilities in proper operating condition.

- 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.
- Food preparation areas, if any, must contain suitable space and equipment to store, prepare, and serve food in a safe and sanitary manner.
- Must provide one working smoke detector and one working carbon monoxide detector in each unit. All smoke and carbon monoxide detectors and alarm systems must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector and one carbon monoxide detector. There must also be a second means of exiting the building in the event of fire or other emergency.
- Applicants must enter into construction contracts and documents that describe the work to be completed in adequate detail to establish a basis for inspection so that the City of Springfield can determine that all work was completed to contracted specifications and that the project met the HOME-ARP non-congregate shelter property standards.
- Applicants must submit a proposed operating budget, including secured sources for operating costs and any operating gap that will require additional assistance. If there is a gap in the operating budget, the City will require the recipient to submit a plan for securing additional private, local, state, or federal funding sufficient for successful operation of the project.
- Applicants must enter into a written agreement with the City of Springfield that abides by the HOME-ARP property standards or the City's locally developed standards and requires that the City or its representatives has access to the property to perform inspections during development and throughout the restricted use period.
- Applicants must serve people referred by the Coordinated Entry System.
- Applicants must comply with local, state, and federal requirements in regard to procurement of architect/professional services and any construction/ rehabilitation/ renovation requirements that apply to the location where services will be provided.
- Pursuant to 2 CFR Part 200 Single Audit (formerly OMB Circular A-133),
- All agencies receiving HOME-ARP funding will be required to have an independent audit completed annually to qualify for and receive ongoing funding. The Office of Management and Budget requires subrecipients that expend \$750,000 or more in federal funds in one fiscal year to conduct a Single Audit pursuant to the Single Audit Act. Subrecipients that do not qualify for a Single Audit must submit a CPA Audited Financial Statement, or at a minimum a Certified Annual Financial Statement (CFA). Audited Financial Statements and CFAs will only be accepted from those non-profits that can document they did not qualify for a Single Audit. Subrecipients are responsible for ensuring that their independent auditors conduct the proper type of audit.

Note: For a detailed review of the HUD requirements, see the HOME-ARP Notice here:

<https://www.hud.gov/sites/dfiles/OCHCO/documents/2021-10cpdn.pdf>

Non-Congregate Shelter Activities Eligible for Consideration

- Separate, private, overnight sleeping accommodations for each household (individuals or families)
- Each shelter room shall include a private bathroom with lavatory, toilet, and showers en suite, which are adequate for the number of unit capacity for each private room;
- Provide private or common kitchen and dining room areas adequate for the number of residents served;
- Comply with all requirements of the Land Development Code of the City of Springfield at all times, as well as any other applicable provisions of the ordinance, including obtaining any other permits or licenses, such as building permits or a business license, required before establishing, expanding, or maintaining the use.

Non-Congregate Shelter Project Completion

All non-congregate shelter projects utilizing U.S. Treasury Department ARPA funds must be completed no later than December 31, 2026. All non-congregate shelter projects utilizing HOME-ARP funds must be completed no later than September 30, 2030.

HOME-ARP non-congregate shelter project completion will occur when:

- All necessary title transfer requirements and construction work has been performed.
- The project complies with the HOME-ARP requirements, including the property standards as evidenced by a final inspection.
- The project is actively operating as a HOME-ARP non-congregate shelter.
- Final drawdown of HOME-ARP funds has been disbursed; and
- Project completion information is entered into HUD's IDIS (Integrated Disbursement and Information System).

Debarment and Suspension Status

Applicants shall comply with the following:

- Applicant is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any government agency, nor is applicant an agent of any person or entity that is currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any government agency.
- Applicant has not within a three-year period preceding this NOFA been convicted of or had a civil suit judgment rendered against applicant for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public transaction or contract under a public transaction; violation of federal or state antitrust

statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statement, or receiving stolen property.

- Applicant is not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above.
- Applicant has not, within a three-year period preceding this NOFA, had any government (federal, state, or local) transactions terminated for cause or default.
- The applicant organization must be registered with SAM.gov. The City will verify this registration prior to award.

Selection Process

The proposals will be evaluated by a Selection Committee comprised of selected City personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second step, if the City requires it, being the interview phase for the short list of respondents selected for interview. The Selection Committee shall make its recommendations to the Springfield City Manager for approval at the conclusion of the review process.

Evaluation Criteria

The City of Springfield has the final decision-making authority on the selection of proposals to be funded. The City reserves the right to deny any or all proposals. Proposals will be evaluated, and preference given to those that address the criteria in the attached Non-Congregate Shelter Proposal Ranking Score Sheet (Attachment 8 – Pages 24 & 25)

City Reservation of Rights

- The City reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the City at its sole discretion, and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the City to do so.
- Negotiation if undertaken by the City is intended to result in a contract that is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the selected proposer.
- The City reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and

conditions required by funding sources and additional work which may be identified subsequent to the starting date of the contract.

- The City reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.
- Any and all expenses incurred by the selected Applicant in preparing and submitting a proposal shall be the Applicant's responsibility.
- The City disclaims responsibility for any errors in the attached material or material obtained from the City's website.

RFP Application Requirements List

All proposals must include the following items, either in narrative form or as an attachment:

1. Request for proposal cover sheet (Attachment 1 - Page 13)
2. Project narrative (Attachment 2 - Page 14)
3. Project description (Attachment 2 - Pages 14 & 15)
4. Project Budget (Attachment 3 - Pages 16, 17, & 18)
5. Source(s) of funding for operating expenses, including a letter of commitment for funds to operate any proposed non-congregate shelter, which should include 1. a description of the line-item operational costs for the non-congregate shelter, 2. the amount of funds committed, and 3. the time frame under which the operating expenses will be covered.
(Attachment 4 – Page 19)
6. Certification Regard Potential Conflict of Interest (Attachment 5 – Page 20)
7. Work Authorization Affidavit and E-Verify (Attachment 6 – Pages 21 & 22)
8. Resolution (authorization from Non-Profit Board of Directors to submit proposal), if applicable
9. Attachments (Attachment 7 – Page 23)

Attachment 1

City of Springfield Planning and Development Department Non-Congregate Shelter Program Request for Proposal - Cover Sheet		
Agency:		
Address:		
Contact People:		
Executive Director:	Grant Writer:	Program Coordinator:
Phone Number:		Email Address:
Executive Director:		Executive Director:
Grant Writer:		Grant Writer:
Program Coordinator:		Program Coordinator:
Tax ID# (required):		Unique Entity Identifier (UEI) # (required):
Has the organization expended at least \$750,000 total in Federal Grants annually? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Submit latest Audit & Date of Most Recent Audit:		
Activities Requested	Amount of Request (\$)	
Non-Congregate Emergency Shelter (Total)	\$	
Acquisition costs	\$	
Demolition costs	\$	
Development hard costs	\$	
Site improvement costs	\$	
Related soft costs	\$	
Grand Total Requested	\$	
Certification		
I hereby certify that the submission of this proposal has been duly authorized by our governing body.		
Authorized Representative		Date
<i>To Be Completed by Planning & Development Staff:</i>		
IS PROJECT ELIGIBLE? Yes No		

Attachment 2

Project Narrative and Description

Project Narrative

Each applicant must submit a on standard letter size paper (legal and two-sided pages will not be accepted). Describe proposed activity(s) to be funded, amount of funds requested and provide total project cost estimates and basis for cost estimates. As much as possible, please address in the project narrative how the applicant intends to address the non-congregate shelter requirements (as laid out in each section above).

Project Description

1. Indicate the total number of non-congregate shelter beds that will be added to the local Continuum of Care (Ozarks Alliance to End Homelessness (OAEH)) system, upon the completion of your non-congregate shelter project:
 - a. Indicate which HOME-ARP Qualifying Populations will be served by your non-congregate shelter project:
2. Enumerate in detail your organization's prior experience with operating shelters for those that are homeless, and/or those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD:
 - a. Enumerate in detail your organization's prior experience with current Homeless Management Information System (HMIS) standards (or similar reporting system):
 - b. Does your organization utilize a Housing First approach? If so, please enumerate in detail specifically how your organization utilizes a Housing First approach:
3. Describe in detail your organization's proposed program staffing, including the experience of key staff members, and support the proposed level of staffing and resources needed to operate the non-congregate shelter program effectively.
4. Describe in detail the level of experience that your organization has with Federal Grant Funding, including the tracking of racial and demographic information for unduplicated beneficiaries:
 - a. Enumerate all of the Federal Grant funds that your organization currently receives and manages:
 - b. Describe in detail your organization's level of involvement in the Ozarks Alliance to End Homelessness (OAEH):
5. Describe in detail the project readiness of your organization's non-congregate shelter project:
 - a. Can your non-congregate shelter project be completed, with funds fully expended, and all City reimbursement requests being processed prior to December 31, 2026? Provide

Attachment 2

- a detailed construction schedule containing the projects milestones, activities, and deliverables:
- b. Indicate site control measures that have been taken regarding the property that will become the site of the non-congregate shelter facility:
 - c. Provide all architectural plans and renderings that have been completed for your non-congregate shelter facility with your proposal:
 - d. Are all current City Zoning requirements met?
 - i. If not, what steps will need to be taken in order to ensure compliance with the City Zoning requirements?
 - e. Provide a detailed description of the developer's experience related directly to the development of non-congregate shelters or other similar facilities:
6. Provide a location map and a site plan of the proposed non-congregate shelter facility:
- a. The location map and/or site plan needs to show the proposed non-congregate shelter facility in relationship to the nearest city bus line:
7. Will the funding associated with this NOFA be sufficient to allow for your organization's non-congregate shelter project to be fully completed?
- a. Will your organization have the ability to fully expend the U.S. Treasury Department ARPA funds prior to 12/31/2026?
 - b. Will your organization have the ability to fully expend the HOME-ARP funds prior to 9/30/2030?
8. Enumerate in detail the process or processes that your organization will utilize to evaluate the success of programming offered at the non-congregate shelter facility, including evaluation practices and methodology, outcomes, and client feedback:
- a. Describe in detail how program evaluation outcomes and feedback will be utilized to make changes to the program:
 - b. Describe in detail your organization's past performance in meeting outcomes, particularly outcomes achieved regarding exits to permanent housing and housing retention:

Attachment 3

Project Budget

Please Complete the Budget on the Following Pages

YOU MUST USE THIS FORM - DO NOT ATTACH A DIFFERENT BUDGET FORM

Instructions for Budget Forms:

The following budget information is only for the project for which you are requesting funds. You should not include your organization's total operating budget.

Grand Total Requested: \$ _____

Non-Congregate Shelter Budget Form

NOTE: Not all line items may apply; only fill in costs for those that apply. Applicants requiring assistance with this form should request assistance during the technical assistance meeting(s).

<i>I. Shelter Costs**</i>	Total HOME-ARP & ARPA Budget	Other Funds Budget
Purchase	\$ _____	\$ _____
Architect	\$ _____	\$ _____
Permits and fees	\$ _____	\$ _____
Construction	\$ _____	\$ _____
Renovation	\$ _____	\$ _____
Rehabilitation	\$ _____	\$ _____
Furniture, Fixtures, & Equipment (FF&E)	\$ _____	\$ _____

Attachment 3

Insurance	\$	\$
	_____	_____
Legal	\$	\$
	_____	_____
Other (Specify)	\$	\$
	_____	_____
_____	\$	\$
	_____	_____
_____	\$	\$
	_____	_____
Shelter Grand Total	\$	\$
	=====	=====
	Column B	Column C

**** HOME-ARP funding cannot be used to pay for operating expenses on the Non-Congregate Shelter.**

**** If selected for funding, HOME-ARP awardees will be required to submit a more detailed budget listing out all costs for each potential budget line item.**

- In Column B, show the total HOME-ARP budget for this line item.
- In Column C, show other project funds that will be allocated to each line item. This includes other funds such as grants from other governmental agencies or private foundations, or general operating funds provided by the grantee.
- The Shelter Grand Total line should be the subtotal of all costs shown in Part I, Shelter Costs.

Attachment 3

Budget Form for Shelter Operating Budget

NOTE: Not all line items under parts I and II may apply; only fill in costs for those that apply. Applicants requiring assistance with this form should request assistance during one of the technical assistance meetings.

	A	B	C	D	E
II. Categories of Costs		Year 1	Year 2	Year 3	Ongoing
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
_____	\$	\$	\$	\$	\$
<u>GRAND TOTAL</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>

Attachment 4

Sources of Funds for Operating Expenses**

** Operating expenses cannot be included in this HOME-ARP and ARPA funding request. Operating expenses include such items as personnel services (including fringe benefits), other services, materials, supplies and depreciation.

Agency Name:

Source	Year 1	Year 2	Year 3	Ongoing
City of Springfield	\$	\$	\$	\$
Federal Grants	\$	\$	\$	\$
State Grants	\$	\$	\$	\$
Local Grants	\$	\$	\$	\$
United Way	\$	\$	\$	\$
Other Non-Federal Grants	\$	\$	\$	\$
Other private foundations	\$	\$	\$	\$
Contributions	\$	\$	\$	\$
Contributions	\$	\$	\$	\$
Program Income	\$	\$	\$	\$
Other:	\$	\$	\$	\$
Total	\$	\$	\$	\$

Attachment 5

CERTIFICATION REGARDING POTENTIAL CONFLICTS OF INTEREST

The City's Charter, Sec. 19.16, prohibits any Council member or employee of the City from having a financial interest, direct or indirect, in any contract with the City and any member of a City board or commission from having a financial interest, direct or indirect, in any contract with the department or administrative agency managed or operated by the board or commission on which he or she serves.

*****If the prohibition above is violated, the contract is void and the Council member, City board or commission member forfeits his or her office or the employee forfeits his or her employment*****

Vendor certifies that (check all that apply):

Zero conflicts to declare:

1. ___ No City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.
2. ___ No spouse or dependent child of a City Council member, City employee, or City board or commission member is an employee, officer, partner, owner, etc., of vendor.

Potential conflicts to declare:

3. ___ A City Council member or spouse is an employee, officer, partner, owner, etc., of vendor.
4. ___ A City employee or spouse is an employee, officer, partner, owner, etc., of vendor.
5. ___ A City board/commission member or spouse is an employee, officer, partner, owner, etc., of vendor.

If choosing 3, 4, or 5, please provide name of Council member, employee, board or commission member, or spouse:

Vendor Certification:

I certify the information above is true and accurate.

By: _____

Title: _____

Company: _____

Please note whether the Charter is violated is fact specific. City staff will follow up with you for additional information.

Attachment 6

Work Authorization Affidavit and E-Verify

Effective January 1, 2009, and pursuant to the State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

[RSMO 285.530 (2)] As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state (e.g., Greene County, Mo.) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

RSMO 285.530 pertains to all solicitations for services over \$5,000. RSMO 285.530 does not apply to solicitations for goods only. If a solicitation is for services and goods, RSMO 285.530 applies if the services portion of the solicitation is over \$5,000.

The required documentation must be from the federal work authorization program provider. e.g., the electronic signature page from the E-Verify program's Memorandum of Understanding. Letter from Consultants reciting compliance is not sufficient.

The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate a FREE internet-based program called E-Verify, <http://www.dhs.gov/everify> that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien. The City may enforce any and all penalties available under local, state and/or federal law.

All submittals shall include the signed and notarized Work Authorization Affidavit AND the electronic signature page from the E-Verify program.

Attachment 6

**CITY OF SPRINGFIELD, MISSOURI
WORK AUTHORIZATION AFFIDAVIT PURSUANT TO SECTION 285.530, RSMo
(REQUIRED FOR ALL BIDS FOR SERVICES IN EXCESS OF \$5,000.00)**

County of _____)
) ss.
State of _____)

My name is _____. I am an authorized agent of _____ ("Applicant"). Applicant is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Springfield, Missouri. Applicant does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Applicant shall not knowingly employ or contract with an illegal alien to perform work for the City of Springfield, Missouri or enter into a contract with a sub-offeror/sub-contractor that knowingly employs or contracts with an illegal alien.

_____ Affiant

_____ Printed Name

Subscribed and sworn to before me this ____ day of _____, 20__.

_____ Notary Public

SEAL

Attachment 7

Listing of Attachments

Please complete and submit this checklist with a copy of the following documents, **if applicable**. Please label the documents using the document name and numerical order below. Please place all attachments at the **end** of the application. On the checklist, indicate by an “X” if the document is attached.

ATTACHMENTS AND ADDITIONAL DOCUMENTS MUST BE CLEARLY IDENTIFIED AND LABELED

- List of Board Members and their affiliation with homeless or formerly homeless representative identified
- List of key staff members, with any new personnel noted
- Copy of most recent audit including accompanying management letter or other evidence of adequate internal accounting controls (in original only)
- If monitored for other Federal grants, the extent, and results of the monitoring (e.g., a letter from the Federal agency that conducted the monitoring)
- Letter of commitment regarding operations expenses
- Accessibility standards
- Agency Articles of Incorporation (in original only)
- Agency By-laws (in original only)
- Agency code/standard of conduct
- Signed statement confirming the agency participates or will participate in Coordinated Entry and attends bi-monthly (every two weeks) Case Conferencing meetings. Please list specific staff involved.
- Proof of Systems of Award Management registration (sam.gov)

Attachment 8

11. **Conversion of Non-Congregate Shelter to Rental Housing:** The ARP authorizes the conversion of HOME-ARP NCS units into permanent housing under subtitle C of title IV of McKinney-Vento or permanent affordable housing as described in this section, during the restricted use period. No HOME-ARP funds may be used for conversion. The written agreement between the PJ and the owner of the HOME-ARP NCS project must describe conversion as a possible outcome of the HOME-ARP NCS project; specify the conditions under which conversion will be permitted; and require that the PJ approve any conversion in advance.
- a. **Minimum Use Period:** All HOME-ARP NCS projects must be operated as NCS for a minimum period of time prior to conversion. The minimum use period prior to conversion varies based on the original HOME-ARP NCS eligible activity undertaken and the amount of funds invested in the project. If the HOME-ARP NCS project involves rehabilitation, the minimum use period prior to conversion is based on the total cost of the rehabilitation as a percentage of the total appraised value of the improved property. A larger investment for rehabilitation will require operation as HOME-ARP NCS for a longer minimum use period prior to conversion.
 - i. **Acquisition Only:** HOME-ARP NCS activities not requiring rehabilitation for occupancy must be operated as HOME-ARP NCS for no less than 3 years from project completion prior to conversion.
 - ii. **Moderate Rehabilitation:** Occurs when an NCS HOME-ARP project requires rehabilitation and the total rehabilitation expenditure from all sources of less than 75 percent of the total appraised value of the improved property. HOME-ARP NCS projects that receive moderate rehabilitation must be operated as HOME-ARP NCS for no less than 5 years from project completion prior to conversion.
 - iii. **Substantial Rehabilitation:** Occurs when an NCS HOME-ARP project requires rehabilitation and the total rehabilitation expenditure from all sources exceeds 75 percent of the total appraised value of the improved property. HOME-ARP NCS projects that receive substantial rehabilitation must be operated as HOME-ARP NCS for no less than 10 years from project completion before conversion.
 - iv. **New Construction:** Any HOME-ARP NCS project defined by the PJ's state or local code requirements as new construction must be operated as HOME-ARP NCS for no less than 10 years from project completion prior to conversion.

Attachment 9

Non-Congregate Shelter Proposal Ranking Score Sheet

Scoring Ranges

	15 Point Questions	10 Point Questions	5 Point Questions
Acceptable	10 – 15	7 – 10	4 – 5
Marginal	7 – 9	5 – 7	2 – 3
Unacceptable	0 – 6	0 – 4	0 – 1

Evaluation Criteria	Maximum Points	Score
<p>1. Evidence of Experience with Shelter Operations - the applicant must be able to demonstrate in detail that their organization has prior experience with operating shelters for those that are homeless, and/or those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD, in accordance with current Homeless Management Information System (HMIS) standards, and utilizing a Housing First approach.</p>	15	_____
<p>2. Agency’s Capacity - The applicant must describe the proposed program staffing, including the experience of key staff members, and support the proposed level of staffing and resources needed to operate the program effectively.</p>	15	_____
<p>3. Experience with Federal Grant Funding & Commitment to the OAEH – the applicant organization must have a high level of experience with federal grant funding and reporting, including the tracking of racial and demographic information for unduplicated beneficiaries. The applicant must be committed to or demonstrate active involvement in the Ozarks Alliance to End Homelessness (OAEH).</p>	10	_____
<p>4. Addition of Shelter Beds – the completion of the non-congregate shelter project must result in a cumulative increase in the number of shelter beds within the OAEH.</p>	10	_____
<p>5. Project Readiness – the applicant must be able to demonstrate in detail that the project is shovel ready and can be fully completed, and the funds can be fully expended, with all City reimbursement requests being processed prior to 12/31/2026. Preference will be given to projects in which the applicant has appropriate site control, architectural plans are in place, and zoning requirements are met at the time of proposal submission. The applicant must provide evidence that the developer has appropriate skills and experience related to the development of shelters or other similar facilities.</p>	10	_____
<p>6. Location Factors – all projects must be located within the city limits of Springfield and must fully comply with zoning requirements at the time of proposal submission. Preference will be given to proposals that are located on or near a city bus line.</p>	5	_____

Attachment 9

- | | | | |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------|
| 7. | Cost Effectiveness - the applicant’s proposal allows for the most efficient and cost-effective use of HOME-ARP funds so that the greatest number of qualifying populations of individuals and families will be assisted. | 5 | _____ |
| 8. | Reliable Source of Secured Operating Funding – the applicant must be able demonstrate in detail that the organization has secured a clear and reliable source of funding for operating the non-congregate shelter. The sources and uses of the operating funding must be enumerated in detail. (Operating costs cannot be paid with HOME-ARP funding). | 10 | _____ |
| 9. | Leveraging – projects will be prioritized that can provide matching funds to the project, including funds that have been obligated toward shelter operations. The applicant must demonstrate how the proposed program will leverage other funding or resources to serve more clients or provide additional services beyond HOME-ARP funded services. | 10 | _____ |
| 10. | NOFA Funding will Fully Complete Project – as of the time of proposal submittal, the funding associated with this NOFA / RFP must be sufficient to allow the non-congregate shelter project to be fully completed. The applicant must demonstrate that U.S. Treasury Department ARPA funds will be fully expended prior to 12/31/2026 and HOME-ARP funds will be fully expended prior to 9/30/2030. | 10 | _____ |

Ranked By: _____

TOTAL
POINTS
(100)