



# **City of Springfield, Missouri**

## **Planning and Development Department**

### **Notice of Funding Availability**

### **HOME-ARP Supportive Services Program**

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**Issuance Date:** June 30, 2023

**Letter of Intent Due Date:** August 4, 2023 at 12:00 PM (Noon)

**Proposals Due Date:** September 5, 2023 at 12:00 PM (Noon)

**Pre-Proposal Technical Assistance / Information Meetings:**

**July 10, 2023 at 12:30 PM, 2<sup>nd</sup> Floor West  
Conference Room, Busch Building, 840 Boonville  
Avenue**

**July 13, 2023 at 1:00 PM, 2<sup>nd</sup> 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](http://www.springfieldmo.gov)

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## **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-American Rescue Plan (HOME-ARP) funding for Supportive Services that will enhance the existing prevention and diversion programming within the community, through the City of Springfield Planning & Development Department's HOME-ARP Supportive Services 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 eligible activities, and clarity regarding the use of the City's HOME-ARP funding.

It is expected that proposals will specifically involve Homelessness Prevention and Shelter Diversion Supportive Services designed to stabilize individuals and families in their existing homes and prevent them from entering emergency shelters or sleeping in places not meant for human habitation. A detailed listing of eligible costs for Supportive Services is enumerated within Attachment 3 (Pages 12 - 19).

The City has allocated \$400,000 of HOME-ARP funding for Homelessness Prevention and Shelter Diversion Supportive Services.

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. **The City staff requests that you provide the City with an RSVP indicating the technical assistance meeting that you will be attending.**

All submissions will be reviewed and evaluated based upon the City's 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. Homelessness Prevention and Shelter Diversion Supportive Services awards will follow the timeline and commitments that are imposed by HUD and spelled out in the requirements that follow. The 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 funded Supportive Services through the City's HOME-ARP Supportive Services Grant process.

All Letters of Intent (LOIs) will be accepted until **12:00 pm (noon) on August 4, 2023**. **LOIs received after 12:00pm (noon) on August 4, 2023, will not be accepted for consideration for grant funding.**

LOIs will need to be submitted in both an electronic and paper copy format. Paper copies of the LOI should be submitted to the attention of Bob Atchley at the following address: Planning and Development Department, 840 Boonville, Springfield, MO 65801-8368, or may also be hand delivered to the Planning and Development Office on the 2<sup>nd</sup> Floor of the Busch Municipal Building. Electronic copies of the LOI need to be submitted via email at the following: [batchley@springfieldmo.gov](mailto: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)
  - HOME-ARP Qualifying Populations (QPs) to be served
  - The estimated number of individuals / households that will be served.
- **Proposed Use of HOME-ARP Funds**
  - Supportive Services
  - Costs of Labor, Supplies and Materials incurred in the direct provision of supportive services to program participants.
  - The salary and benefit packages of the staff who directly deliver the services.
  - Estimated expenditure timeline from the date of award, if selected for a grant award.

## NOFA Schedule

**Release Date:** 6/30/2023  
**City TA Meetings:** 7/10/2023  
7/13/2023  
**LOI Due:** 8/04/2023  
**Proposal Due Date:** 9/05/2023

# City of Springfield – Request for Proposals (RFP)

## HOME-ARP Grant Funded Program

### Prevention and Diversion Supportive Services

#### Program Description

Feedback received through the consultation process for the City of Springfield’s HOME-ARP Allocation Plan recognized the need for an enhanced prevention and diversion program within our community. Based upon this feedback, the Springfield City Council allocated HOME-ARP funding specifically for the provision of additional Supportive Services that will enhance the existing prevention and diversion programming within the community. The HOME-ARP funding will be provided as a grant to non-profit partners that must provide Supportive Services that will enhance the existing prevention and diversion resources 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 HOME-ARP Supportive Services may serve the following populations, who are not already receiving these services through another program:

- 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

The QP definitions are further defined within HUD Notice: CPD-21-10, and can be found in Attachment 7 (Pages 24 – 29).

## **Homelessness Prevention and Shelter Diversion**

Homelessness Prevention activities and Shelter Diversion are designed to stabilize individuals and families in their existing homes and prevent them from entering emergency shelters or sleeping in places not meant for human habitation.

## **Eligible Costs for Supportive Services for Qualifying Populations**

A detailed listing of eligible costs for Supportive Services is enumerated within Attachment 3 (Pages 12 - 19). All supportive service costs paid with HOME-ARP funds must comply with the requirements in 2 CFR part 200, subpart E, Cost Principles that require costs be necessary and reasonable. If a qualifying household is already receiving the same assistance or has been approved to receive the same service through another program or provider, the program participant does not have a need for the HOME-ARP supportive services and the costs are ineligible.

## **Direct Provision of Supportive Services**

If the supportive services detailed within Attachment 3 are being directly delivered by the City's subrecipient, the following costs are eligible project delivery costs for those services:

- The costs of labor or supplies and materials incurred by the City's subrecipient in directly providing supportive services to program participants.
- The salary and benefit packages of the City's subrecipient staff who directly deliver the services.

## **Ineligible Costs**

Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources including the provision of short- or medium-term financial assistance for rent. City grantees shall not provide short- or medium-term financial assistance for rent for the same period for which a program participant is receiving rental assistance or living in housing provided with ongoing assistance (such as project-based rental assistance or operating subsidies). Financial assistance also cannot be provided to a program participant who has been provided with replacement housing payments under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC 4601 et seq.) and its implementing regulations at 49 CFR part 24, or Section 104(d) of the Housing and Community Development Act of 1974 (42 USC 5304(d) and its implementing regulations at 24 CFR part 42, during the period of time covered by the replacement housing payments.

## **Prevention of Duplication of Benefits**

In an effort to prevent any Duplication of Benefits, all HOME-ARP Supportive Service program participants shall be tracked within the Homeless Management Information System (HMIS) or OAEH approved comparable database and comply with all policies and federal mandates surrounding use of HMIS, ensuring that there is no duplication of services or assistance.

## **Homeless Prevention and Shelter Diversion Applicant Requirements**

To be eligible to receive HOME-ARP funding for Supportive Services, applicants/City subrecipients will be expected to have experience with Homelessness Prevention and Shelter Diversion, and shall:

- 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. The City's subrecipient is responsible for ensuring that program participants receive no duplication of services or assistance in the use of HOME-ARP funds for supportive services. **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.
- 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.
- Comply with conflict-of-interest requirements. A copy of the completed Certification Regarding Potential Conflicts of Interest (Attachment 4 – Page 20) will be required to be submitted.
- Applicants shall accept referrals from the Coordinated Entry System.

## **HOME-ARP Supportive Services Expenditure Deadline**

All Supportive Service HOME-ARP funding shall be fully expended no later than September 30, 2030. Please note that the final Supportive Services project completion will occur when:

- Final drawdown of HOME-ARPA 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:

- The 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.
- The 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.
- The 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.
- The 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 Prevention & Diversion Supportive Services Proposal Ranking Score Sheet (Attachment 7 – Page 24).

## 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.
- The City reserves the right to not fully fund any proposal.
- 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.

## Proposal Submission

Proposals will be accepted until **12:00 pm (noon) on September 5, 2023**. **Proposals received after 12:00pm (noon) on September 5, 2023, will not be accepted for consideration for grant funding.**

Proposals will need to be submitted in both an electronic and paper copy format. Paper copies of the Proposal and required attachments should be submitted to the attention of Bob Atchley at the following address: Planning and Development Department, 840 Boonville, Springfield, MO 65801-8368, or may also be hand delivered to the Planning and Development Office on the 2<sup>nd</sup> Floor of the Busch Municipal Building. Electronic copies of the Proposal and attachments need to be submitted via email at the following: [batchley@springfieldmo.gov](mailto:batchley@springfieldmo.gov).



## **RFP Application Requirements List**

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

- |   |                              |
|---|------------------------------|
| 1. Proposal Cover Sheet                         | Attachment 1 - Page 10       |
| 2. Project narrative                            | Attachment 2 - Page 11       |
| 3. Potential Conflict of Interest Certification | Attachment 4 - Page 20       |
| 4. Work Authorization Affidavit and E-Verify    | Attachment 5 - Pages 21 & 22 |
| 5. List of Attachments                          | Attachment 6 - Page 23       |

## Attachment 1

<b>City of Springfield</b> <b>Planning and Development Department</b> <b>Homeless Prevention &amp; Diversion Supportive Services Program</b> <b>Proposal - Cover Sheet</b>		
<b>Agency:</b>		
<b>Address:</b>		
<b>Contact People:</b>		
<b>Executive Director:</b>	<b>Grant Writer:</b>	<b>Program Coordinator:</b>
<b>Phone Number:</b> Executive Director: Grant Writer: Program Coordinator:	<b>Email Address:</b> Executive Director: Grant Writer: Program Coordinator:	
<b>Tax ID# (required):</b>	<b>Unique Entity Identifier (UEI) # (required):</b>	
<b>Has the organization expended at least \$750,000 total in Federal Grants annually?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b> <i>(If the answer is Yes, you must submit a copy of the organization's Single Audit)</i>		
<b>Submit Latest Audit &amp; Date of Most Recent Audit:</b>		
Activities Requested	Amount of Request (\$)	
Direct Service Personnel Costs (Including Benefits)	\$	
Supplies and Materials	\$	
Supportive Services (Listed in Attachment 3)	\$	
<b>Grand Total HOME-ARP Supportive Services</b>	\$	
Certification		
I hereby certify that the submission of this proposal has been duly authorized by our governing body.		
<b>Authorized Representative</b>	Date	
<b><i>To Be Completed by Planning &amp; Development Staff:</i></b>		
Is the Project Eligible?            Yes    No		

## Attachment 2

### Project Narrative and Description

#### Project Narrative

Each applicant must submit 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 Homelessness Prevention and Shelter Diversion Supportive Services requirements (as laid out in each section above).

#### Project Description

1. Enumerate in detail your organization's prior experience with Homelessness Prevention and Shelter Diversion.
2. Describe in detail your organization's current Homelessness Prevention and Shelter Diversion staffing, including the experience of key staff members. Enumerate any FTEs (Full-Time Equivalent) direct service staffing positions that will be created via the City's HOME-ARP funding.
3. 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).
4. Describe in detail the project readiness of your organization's Homelessness Prevention and Shelter Diversion project:
  - a. Does your organization have key staff in place allowing for the provision of Homelessness Prevention and Shelter Diversion Supportive Services upon an award of City HOME-ARP Supportive Service funding?
5. Enumerate in detail how your organization will utilize HOME-ARP funding in the most efficient and cost-effective manner, allowing for the funds to serve the greatest number of QP individuals and families.
  - a. Provide an estimate of the number of households that will be assisted.
  - b. Provide an estimated expenditure timeline from the date of award if your proposal should be selected for award.
  - c. Enumerate any internal caps that your organization has regarding the maximum amount of prevent and/or shelter diversion supportive services that a client or household may receive.
6. Describe in detail how your organization's Prevention and Shelter Diversion Supportive Services project will leverage other funding or resources to serve more clients or provide additional services beyond HOME-ARP funded supportive services.

## Attachment 3

### Eligible Supportive Services Costs

HOME-ARP funds may be used to provide a broad range of supportive services for individuals or families who meet the definition of a qualifying population (QP) under HUD Notice: CPD-21-10, including the salary and benefit packages of the subrecipient staff who directly deliver the services. Eligible costs that may be paid using HOME-ARP funds are limited to only those identified within Attachment 3 below.

### Eligible Costs for McKinney Vento Supportive Services and Homelessness Prevention Services

- A. Child Care** - The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated developmental activities, are eligible. The child care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible. Child day care facilities within the Springfield City limits must be operating under a valid permit issued by the City and must be licensed by the State of Missouri Division of Family Services, pursuant to RSMo 210.201 through 210.245, as amended. The following conditions also apply:
- Children must be under the age of 13 unless the children have a disability.
  - Children with a disability must be under the age of 18.
- B. Education Services** - The costs of improving knowledge and basic educational skills are eligible costs including:
- Instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED).
  - Screening, assessment, and testing; individual or group instruction; tutoring; provision of books, supplies, and instructional material; counseling; and referral to community resources.
- C. Employment Assistance and Job Training** - The costs of establishing and/or operating employment assistance and job training programs are eligible, including classroom, online and/or computer instruction, on-the-job instruction, services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is also an eligible cost.
- Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates.
  - Services that assist individuals in securing employment consist of:
    - Employment screening, assessment, or testing;
    - Structured job skills and job-seeking skills;
    - Special training and tutoring, including literacy training and pre-vocational training;
    - Books and instructional material;
    - Counseling or job coaching; and
    - Referral to community resources.

## Attachment 3

**D. Food** - The cost of providing meals or groceries to program participants is eligible.

**E. Housing Search and Counseling Services** - Costs of assisting eligible program participants to locate, obtain, and retain suitable housing are eligible. Services are:

- Development of an action plan for locating housing;
- Housing search;
- Tenant counseling;
- Securing utilities;
- Making moving arrangements;
- Outreach to and negotiation with owners;
- Assistance submitting rental applications and understanding leases;
- Assessment of housing for compliance with HOME-ARP requirements for short-term and medium-term rental payments provided under Item S below;
- Assistance obtaining utilities; and
- Mediation with property owners and landlords on behalf of eligible program participants;
- Credit counseling, accessing a free personal credit report, and resolving personal credit issues; and
- Payment of rental application fees;
- Other Housing counseling costs, as defined in 24 CFR 5.100, funded with or provided in connection with grant funds must be carried out in accordance with 24 CFR 5.111.

Please Note: When City subrecipients provide housing services to eligible persons that are incidental to a larger set of holistic case management services, these services do not meet the definition of Housing counseling, as defined in 24 CFR 5.100, and therefore are not required to be carried out in accordance with the certification requirements of 24 CFR 5.111.

**F. Legal Services** - Eligible costs are the fees charged by licensed attorneys and by person(s) under the supervision of licensed attorneys, for advice and representation in matters that interfere with a qualifying individual or family's ability to obtain and retain housing.

- Eligible subject matters are child support; guardianship; paternity; emancipation; legal separation; orders of protection and other legal remedies for victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking; appeal of veterans and public benefit claim denials; landlord-tenant disputes; and the resolution of outstanding criminal warrants; landlord/tenant matters, provided that the services must be necessary to resolve a legal problem that prohibits the program participant from obtaining permanent housing or will likely result in the program participant losing the permanent housing in which the program participant currently resides.

### Attachment 3

- Legal services for immigration and citizenship matters and for issues related to mortgages and homeownership are ineligible. Retainer fee arrangements and contingency fee arrangements are prohibited.
- Services may include client intake, receiving and preparing cases for trial, provision of legal advice, representation at hearings, and counseling.
- Fees based on the actual service performed (i.e., fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services.

**G. Life Skills Training** - The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, dating violence, sexual assault, stalking, human trafficking, substance abuse, and homelessness are eligible. These services must be necessary to assist the program participant to function independently in the community. Life skills training includes:

- the budgeting of resources and money management, household management, conflict management, shopping for food and other needed items, nutrition, the use of public transportation, and parent training.

**H. Mental Health Services** - Eligible costs are the direct outpatient treatment of mental health conditions that are provided by licensed professionals.

- Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management.
- Services are crisis interventions; counseling; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.

**I. Outpatient Health Services** - Eligible costs are the direct outpatient treatment of medical conditions when provided by licensed medical professionals including:

- Providing an analysis or assessment of a program participant's health problems and the development of a treatment plan;
- Assisting program participants to understand their health needs;
- Providing directly or assisting program participants to obtain and utilize appropriate medical treatment;
- Preventive medical care and health maintenance services, including in-home health services and emergency medical services;
- Provision of appropriate medication;

## Attachment 3

- Providing follow-up services; and
- Preventive and non-cosmetic dental care.

**J. Outreach Services** - The costs of activities to engage qualified populations for the purpose of providing immediate support and intervention, as well as identifying potential program participants, are eligible. Eligible costs include:

- The outreach worker's transportation costs and a cell phone to be used by the individual performing the outreach.
- Costs associated with the following services are eligible: initial assessment; crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; actively connecting and providing people with information and referrals to homeless and mainstream programs; and publicizing the availability of the housing and/or services provided within the City of Springfield's geographic area.

**K. Substance Abuse Treatment Services** - Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. The costs include:

- Program participant intake and assessment;
- Outpatient treatment;
- Group and individual counseling
- Drug testing;
- Inpatient detoxification and other inpatient drug or alcohol treatment are ineligible.

**L. Transportation** - Eligible costs are:

- The costs of program participant's travel on public transportation or in a vehicle provided by the City's subrecipient to and from medical care, employment, childcare, or other services eligible under Attachment 3;
- Mileage allowance for service workers to visit program participants and to carry out housing inspections;
- The cost of leasing a vehicle in which staff transports program participants and/or staff serving program participants;
- The cost of gas, insurance, taxes, and maintenance for the vehicle;
- The costs of City subrecipient staff to accompany or assist program participants to utilize public transportation; and
- If public transportation options are not sufficient within the area, the City's subrecipient may make a one-time payment on behalf of a program participant needing car repairs or maintenance required to operate a personal vehicle, subject to the following:
  - Payments for car repairs or maintenance on behalf of the program participant may not exceed 10 percent of the Blue Book value of the vehicle (Blue Book refers to the guidebook that compiles and quotes

### Attachment 3

prices for new and used automobiles and other vehicles of all makes, models, and types);

- Payments for car repairs or maintenance must be paid by the City's subrecipient directly to the third party that repairs or maintains the car; and
- City subrecipients may require program participants to share in the cost of car repairs or maintenance as a condition of receiving assistance with car repairs or maintenance.
- The cost of gas, insurance, taxes, the one-time payment for car repairs or maintenance shall be limited to program participants with the inability to pay for such costs and who, without such assistance, would not be able to participate in eligible services.

**M. Case Management** - The costs of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant(s) are eligible costs. City subrecipients providing these supportive services must have written standards for providing the assistance. Eligible costs are those associated with the following services and activities:

- Conducting the initial evaluation, including verifying and documenting eligibility, for individuals and families applying for supportive services;
- Counseling;
- Developing, securing, and coordinating services;
- Using a centralized or coordinated assessment system that serves all of the Qualifying Populations;
- Obtaining federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
- Conducting re-evaluations of the program participant's eligibility and the types and amounts of assistance the program participant needs.

**N. Mediation** - HOME-ARP funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.

**O. Credit Repair** - HOME-ARP funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment or modification of a debt.



## Attachment 3

**P. Landlord/Tenant Liaison** - Costs of liaison services between property managers/owners and program participants are eligible HOME-ARP costs and may include:

- Landlord outreach;
- Physical inspections and rent reasonable studies as needed to secure units;
- Rental application fees and security deposits for clients, in accordance with the financial assistance costs requirements in (R);
- Mediation services in (N) for housing issues that may arise between owner, property manager, or other residents and clients;
- Coordination or assistance with the provision of other HOME-ARP eligible services to assist clients to maintain permanent housing.

**Q. Services for Special Populations** - HOME-ARP funds may be used to provide services for special populations, such as victim services, so long as the costs of providing these services are eligible under this Attachment 3. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, stalking, or human trafficking.

**R. Financial Assistance Costs:** - HOME-ARP funds may be used to pay housing owners, utility companies, and other third parties for the following costs, as applicable:

- **Rental Application Fees:** Rental housing application fee that is charged by the owner to all applicants.
- **Security Deposits:** A security deposit that is equal to no more than 2 months' rent. This assistance is separate and distinct from the provision of financial assistance for First and Last Month's rent provided under (Item R) and cannot be used to duplicate those costs.
- **Utility Deposits:** HOME-ARP funds may pay for a standard utility deposit or initiation fee required by the utility company or owner (if owner-paid utilities are provided) for all program participants for the following utilities:
  - Gas
  - Electric
  - Water
  - Sewer
- **Utility Payments:** HOME-ARP funds may pay for up to 24 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility

### Attachment 3

services are gas, electric, water, and sewage. No program participant shall receive more than 24 months of utility assistance within any 3-year period.

- **Moving Costs:** HOME-ARP funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance under this section of the Notice and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- **First and Last Month's Rent:** If necessary to obtain housing for a program participant, HOME-ARP funds may be used to make a pre-payment of the first and last month's rent under a new lease to the owner at the time the owner is paid the security deposit for the program participant's tenancy in the housing. This assistance must not exceed two month's rent and must be tracked for purposes of determining the total short- and medium-term financial assistance for rent that the program participant may receive. This assistance is separate and distinct from financial assistance for Security Deposits provided under this section and cannot be used to duplicate those costs.
- **Payment of Rental Arrears:** HOME-ARP funds may be used for a one-time payment for up to 6 months of rent in arrears, including any late fees or charges on those arrears, if necessary for the household to maintain their existing housing or, for those without housing, if necessary to remove a demonstrated barrier to obtaining housing.

**S. Short-Term and Medium-Term Financial Assistance for Rent** - Subject to the following conditions, a City subrecipient may provide a program participant with short-term or medium-term financial assistance for rent, provided that the total financial assistance provided, including any pre-payment of first and last month's rent as described above, does not exceed 24 months of rental payments over any 3-year period.

- **Short-term** means up to 3 months.
- **Medium-term** means more than 3 months but not more than 24 months.
- The City's subrecipient may make rental payments only to an owner with whom the subrecipient has entered into a financial assistance agreement for rental payment. The financial assistance agreement must set forth the terms under which rental payments will be provided, including the requirements that apply under this Notice. The financial assistance agreement must provide that, during the term of the agreement, the owner must provide the City's subrecipient with a copy of any notice to the program participant to vacate the housing unit or any complaint used under State or local law to commence an eviction action against the program participant. The owner must serve written notice upon the program participant at least 30 days before termination of tenancy specifying the grounds for the action. Each financial assistance agreement that is executed or renewed must comply with the requirements in 24 CFR 92.359.

### Attachment 3

- The City's subrecipient must make timely payments to each owner in accordance with the financial assistance agreement. The financial assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The City's subrecipient is solely responsible for paying late payment penalties that it incurs with non-HOME-ARP funds.
- Rental payments cannot be provided unless the rent does not exceed the Fair Market Rent established by HUD, as provided under 24 CFR part 888, and complies with HUD's standard of rent reasonableness, as established under 24 CFR 982.507.
- Each program participant receiving financial assistance for rental payments must have a legally binding, written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be between the owner and the program participant. Where the financial assistance is solely for rental arrears, an oral agreement may be accepted in place of a written lease, if the agreement gives the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by the owner's financial records, rent ledgers, or canceled checks. New leases must have an initial term of 1 year unless a shorter period is agreed upon by the program participant and owner. The lease requirements in 24 CFR 92.359 apply to this financial assistance.
- If a program participant receiving financial assistance for short- or medium-term rental payments under this section meets the conditions for an emergency transfer under 24 CFR 5.2005(e), HOME-ARP funds may be used to pay amounts owed for breaking a lease to effectuate an emergency transfer. These costs are not subject to the 24-month limit on rental payments.

## Attachment 4

### 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 5

### **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 5

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 6

### 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)
- Agency Articles of Incorporation or Operating Agreement if the Nonprofit is a Limited Liability Company (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 or that will be involved.
- Proof of Systems of Award Management registration ([sam.gov](https://sam.gov))
- Most Recent IRS Tax Return (IRS Form 990)
- Completed Request for Taxpayer Identification Number and Certification (IRS Form W-9)

## Attachment 7

### HOME-ARP Qualifying Populations

#### 1. Homeless, as defined in 24 CFR 91.5 *Homeless (1), (2), or (3)*:

(a) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

(i) An individual or family with a primary nighttime residence that is 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;

(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

(b) An individual or family who will imminently lose their primary nighttime residence, provided that:

(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;

(ii) No subsequent residence has been identified; and

(iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks needed to obtain other permanent housing;

(c) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)), or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);



## Attachment 7

(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;

(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and

(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

### **2. At risk of Homelessness, as defined in 24 CFR 91.5 *At risk of homelessness:***

(a) An individual or family who:

(i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;

(ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “Homeless” definition in this section; and

(iii) Meets one of the following conditions:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by federal, State, or local government programs for low-income individuals;

## Attachment 7

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

(b) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(l) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(l)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)); or

(c) A child or youth who does not qualify as “homeless” under this section but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

### **3. Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking, as defined by HUD.**

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. This population includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit. In the case of sexual assault, this also includes cases where an individual reasonably believes there is a threat of imminent harm from further violence if the individual remains within the same dwelling unit that the individual is currently occupying, or the sexual assault occurred on the premises during the 90-day period preceding the date of the request for transfer.

**Domestic violence**, which is defined in 24 CFR 5.2003 includes felony or misdemeanor crimes of violence committed by:

## Attachment 7

- 1) A current or former spouse or intimate partner of the victim (the term “spouse or intimate partner of the victim” includes a person who is or has been in a social relationship of a romantic or intimate nature with the victim, as determined by the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship);
- 2) A person with whom the victim shares a child in common;
- 3) A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- 4) A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving HOME-ARP funds; or
- 5) Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating violence** which is defined in 24 CFR 5.2003 means violence committed by a person:

- 1) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- 2) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. The length of the relationship;
  - b. The type of relationship; and
  - c. The frequency of interaction between the persons involved in the relationship.

**Sexual assault** which is defined in 24 CFR 5.2003 means any nonconsensual sexual act proscribed by Federal, Tribal, or State law, including when the victim lacks capacity to consent.

**Stalking** which is defined in 24 CFR 5.2003 means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- 1) Fear for the person's individual safety or the safety of others; or
- 2) Suffer substantial emotional distress.

**Human Trafficking** includes both sex and labor trafficking, as outlined in the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7102). These are defined as:

- 1) *Sex trafficking* means the recruitment, harboring, transportation, provision, obtaining, patronizing, or soliciting of a person for the purpose

## Attachment 7

of a commercial sex act, in which the commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or

2) *Labor trafficking means* the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

**4. Other Populations where providing supportive services or assistance under section 212(a) of NAHA (42 U.S.C. 12742(a))** would prevent the family's homelessness or would serve those with the greatest risk of housing instability. HUD defines these populations as individuals and households who do not qualify under any of the populations above but meet one of the following criteria:

(a) Other Families Requiring Services or Housing Assistance to Prevent Homelessness is defined as households (i.e., individuals and families) who have previously been qualified as "homeless" as defined in 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance or supportive services to avoid a return to homelessness.

(b) **At Greatest Risk of Housing Instability** is defined as household who meets either paragraph (i) or (ii) below:

(i) has annual income that is less than or equal to 30% of the area median income, as determined by HUD and is experiencing severe cost burden (i.e., is paying more than 50% of monthly household income toward housing costs);

(ii) has annual income that is less than or equal to 50% of the area median income, as determined by HUD, AND meets one of the following conditions from paragraph (iii) of the "At risk of homelessness" definition established at 24 CFR 91.5:

(A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;

(B) Is living in the home of another because of economic hardship;

(C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;

## Attachment 7

(D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;

(E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;

(F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or

(G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

**Veterans and Families that include a Veteran Family Member** that meet the criteria for one of the qualifying populations described above are eligible to receive HOME-ARP assistance.

## Attachment 8

### Homeless Prevention & Diversion Supportive Services Program Ranking Score Sheet

#### Scoring Ranges

	30 Point Questions	15 Point Questions	10 Point Questions
Acceptable	22 – 30	11 – 15	7 – 10
Marginal	19 – 21	9 – 10	5 – 6
Unacceptable	0 – 18	0 – 8	0 – 4

Evaluation Criteria	Maximum Points	Score
<p><b>1. Evidence of Experience with Homelessness Prevention &amp; Shelter Diversion</b> - the applicant must be able to demonstrate in detail that their organization has prior experience with Homelessness Prevention and Shelter Diversion.</p>	30	_____
<p><b>2. Agency’s Capacity</b> - 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 supportive services program effectively.</p>	15	_____
<p><b>3. Experience with Federal Grant Funding &amp; Commitment to the OAEH</b> – 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>	15	_____
<p><b>4. Project Readiness</b> – 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 September 30, 2030. Preference will be given to projects in which the organization has key staff in place allowing for the provision of Homelessness Prevention and Shelter Diversion Supportive Services upon an award of City HOME-ARP Supportive Service funding.</p>	15	_____
<p><b>6. Cost Effectiveness</b> - 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.</p>	15	_____
<p><b>7. Leveraging</b> – projects will be prioritized that can provide matching funds for Homelessness Prevention activities and Shelter Diversion. 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 supportive services.</p>	10	_____

Ranked By: \_\_\_\_\_

TOTAL  
POINTS  
(100)