



City of Springfield, Missouri

Planning and Development Department

Notice of Funding Availability

Homeless Emergency Shelter Program

Issuance Date: August 8, 2023

Letter of Intent Due Date: September 8, 2023 at 12:00 PM (Noon)

Proposals Due Date: October 9, 2023 at 12:00 PM (Noon)

Pre-Proposal Technical Assistance / Information Meetings:

**August 14, 2023 at 2:30 PM, 2nd Floor West
Conference Room, Busch Building, 840 Boonville
Avenue**

**August 17, 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 American Rescue Plan Act (ARPA) funding for the development of a homeless Emergency Shelter(s) (ES) through the City of Springfield Planning & Development Department's Homeless Emergency 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 Coronavirus State and Local Fiscal Recovery Funds (SLFRF) ARPA funding, information about eligible activities, and clarity regarding the use of the City's ARPA funding.

It is expected that proposals will include any of these or similar options for the development of a homeless Emergency Shelter:

- Acquisition of one or more buildings that can reasonably be converted into a homeless Emergency Shelter(s) such as motels, hotels, or apartments that may require some repairs or upgrades or even substantial rehabilitation.
- New Construction of an Emergency Shelter 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.

The City has reserved up to \$1,861,680 of SLFRF ARPA funding to allow for the acquisition, construction, renovation, or rehabilitation of one or more buildings to create one or more homeless Emergency Shelters (ES).

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'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. Homeless ES awards will follow the timeline and commitments that are imposed by the U.S. Treasury Department (USDT) 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 LOI in order to be eligible for the SLFRF ARPA funding through the City's homeless ES Grant process.

All Letters of Intent (LOIs) will be accepted until **12:00 pm (noon) on September 8, 2023.**

LOIs received after 12:00pm (noon) on September 8, 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 Jones 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 2nd Floor of the Busch Municipal Building. Electronic copies of the LOI need to be submitted via email at the following: rjones@springfieldmo.gov and 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 be requested
 - List of all attachments or enclosures
- **Project Description**
 - Project name (if any)
 - Total number of shelter beds being added via the Homeless Emergency Shelter Proposal to the local Continuum of Care (Ozarks Alliance to End Homelessness) system.
 - Denote if the proposed ES will be serving the homeless in general or specific populations of the homeless
 - 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 SLFRF ARPA Funds**
 - Acquisition Costs
 - Demolition Costs
 - Development Hard Costs
 - Related Soft Costs

NOFA Schedule

Release Date: 8/08/2023
City TA Meetings: 8/14/2023
8/17/2023
LOI Due: 9/08/2023
Proposal Due Date: 10/09/2023

City of Springfield – Request for Proposals (RFP)

SLFRF ARPA Grant Funded Program

Homeless Emergency Shelter

Program Description

The City of Springfield recognizes the need for additional homeless Emergency Shelter (ES) facilities to assist the unsheltered within our community. The Springfield City Council recently allocated Coronavirus State and Local Fiscal Recovery Funds (SLFRF) ARPA funding specifically to increase the supply of Emergency Shelter (ES) beds within the Continuum of Care (CoC). The SLFRF ARPA funding will be provided as a grant to non-profit organizations and/or for-profit developer(s) and must be used to develop homeless ES facilities. The ES facilities may be either congregate or non-congregate in design nature.

Emergency Shelter (ES)

Any facility, the primary purpose of which is to provide a temporary or transitional shelter for the homeless in general or for specific populations of the homeless (including domestic violence survivors) and does not require occupants to sign a lease or occupancy agreement.

Homeless Emergency Shelter Owner/Operator Requirements

In order to be eligible to receive SLFRF ARPA homeless ES funds, applicants will be expected to have basic capacity to run a low-barrier, housing-focused ES, including:

- Utilize HUD Housing First principles as described in the HUD Housing First in Permanent Supportive Housing Brief (<https://www.hudexchange.info/resource/3892/housing-first-in-permanent-supportive-housing-brief/>).
- 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 monthly 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 with the proposal.

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 requirements will apply:

- The funded SLFRF ARPA ES must continue to function as an Emergency Shelter for a minimum of 15-years if the project involves new construction, and 10-years if the project involves either rehabilitation or acquisition. A deed restriction, covenant running with the land, or legally binding agreement restricting the use of the property to emergency shelter shall be recorded on the property in accordance with state recordation laws, or other mechanism approved by the City.
- 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.
- Applicants will accept referrals from the Coordinated Entry System.

SLFRF ARPA Eligible Costs

Applicants can only use SLFRF ARPA funding toward the following homeless ES costs:

- Acquisition costs to acquire improved or unimproved real property.
- Demolition costs for demolishing existing structures for the purpose of developing an ES.
- Development hard costs, to rehabilitate or construct homeless ES 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/or the owner associated with the financing, acquisition, and development of homeless ES projects. These costs include, but are not limited to:
 - Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.
 - Costs to process and settle the financing for a project, such as private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees and fees for an independent cost estimate, builders, or developers fees.

SLFRF ARPA Prohibited Costs

Applicants shall not use SLFRF ARPA funds toward any of the following prohibited costs:

- Operating costs of an emergency shelter project.
- Costs of conversion of a homeless ES.
- Non-federal matching contributions required under any other federal program.
- Assistance for the Public Housing Operating Fund program, 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 homeless ES funds, or property acquired in anticipation of carrying out a homeless ES project.
- Payments of delinquent taxes, fees, or charges on properties to be assisted with SLFRF ARPA homeless ES funds.
- Any other costs that are not eligible under 31 CFR Part 35.

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 shall not be paid with SLFRF ARPA 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 as an option 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 (available on request), 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. The contractor shall adopt policies and procedures in accordance with ES best practices.

Applicant Minimum Requirements

- Applicants must provide evidence that the developer has appropriate skills and experience related to the development of ES or other similar facilities.
- Applicants should submit organizational evidence of prior experience with operating emergency shelters for those that are homeless, and/or those Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking. If the applicant is entering into a contract with a separate organization that will be operating the ES, then that contracted organization may provide evidence of its prior experience with operating ES.
- 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 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 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 sleeping area. All smoke and carbon monoxide detectors and alarm systems for the accessible units 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 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 City's local building codes and requires that the City or its representatives has access to the property to perform inspections during development and throughout the 10 to 15-year minimum period of time that the ES shall continue to act as an Emergency Shelter.
- 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.
- 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. Pursuant to 2 CFR Part 200 Single Audit (formerly OMB Circular A-133), all agencies receiving SLFRF ARPA funding will be required to have an independent audit completed annually to qualify for and receive ongoing funding. 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.

Homeless Emergency Shelter Activities Eligible for Consideration

- Overnight sleeping accommodations for each household (individuals or families)
- Provide private or common restroom facilities with lavatory, toilet, and showers/ bathing facilities which are adequate for the number of residents served by the ES;
- Provide private or common kitchen and dining room areas adequate for the number of residents served by the ES;
- 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.

Homeless Emergency Shelter Project Completion

All SLFRF ARPA funded Homeless ES projects shall be completed and ready for occupancy no later than December 31, 2026.

Homeless ES project completion will occur when:

- All necessary title transfer requirements and construction work has been performed.
- The project complies with all Land Development Code requirements, as evidenced by a final inspection.
- The project is actively operating as a homeless ES.
- Final drawdown of SLFRF ARPA funds has been disbursed; and
- Project completion information is entered into Treasury’s ARPA reporting system.

Insurance Requirements

If the applicant is selected for funding, the applicant shall secure and maintain prior to award, at its own cost and expense, throughout the duration of the contract, and until the work is completed and accepted by the City, insurance of such types and in such amounts as may be necessary to protect it, and the interests of the City, against all hazards or risks of loss as hereunder specified, or which may arise out of the performance of this Agreement.

As of January 1, 2022, the minimum coverage for the insurance referred to herein shall be as set out below:

- a. Workers’ Compensation....Statutory coverage per RSMo 287.010 et seq. Employer’s Liability.....\$1,000,000.00
- b. Commercial General Liability Insurance, including coverage for Contractual Liability and Independent Contractors Liability. Such coverage shall apply to bodily injury and property damage on an “Occurrence Form Basis” with limits of at least Three Million and 00/100 Dollars (\$3,000,000) for all claims arising out of a single accident or occurrence. Grantee agrees that the proceeds of such insurance policy shall first be used to pay any award, damages, costs, and/or attorneys’ fees incurred by or assessed against City, its

employees, officers, and agents, before payment of any award, damages, costs or attorney fees of Grantee, its employees, officers, or agents. Grantee agrees to cause its insurer to name City as an additional insured on such insurance policy, including the City as an additional insured for coverage under its products-completed operations hazard, and said policy shall be primary and noncontributory.

- c. Automobile Liability Insurance covering bodily injury and property damage for owned, non-owned and hired vehicles, with limits of at least One Million and 00/100 Dollars (\$1,000,000) for all claims arising out of a single accident or occurrence. Subcontractor agrees to cause its insurer to name City as an additional insured on such insurance policy.

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 and to the City Council 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 Homeless Emergency 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.

Proposal Submission

Proposals will be accepted until **12:00 pm (noon) on October 9, 2023**. **Proposals received after 12:00pm (noon) on October 9, 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 Jones 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 2nd Floor of the Busch Municipal Building. Electronic copies of the Proposal and attachments need to be submitted via email at the following: rjones@springfieldmo.gov and batchley@springfieldmo.gov.

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 & 15)
3. Project Budget (Attachment 3 - Pages 16, 17 & 18)
4. Source(s) of funding for operating expenses, including a letter of commitment for funds to operate any proposed homeless ES, which should include 1. a description of the line-item operational costs for the homeless ES, 2. the amount of funds committed, and 3. the time frame under which the operating expenses will be covered.
(Attachment 4 – Page 19)
5. Certification Regard Potential Conflict of Interest (Attachment 5 – Page 20)
6. Work Authorization Affidavit and E-Verify (Attachment 6 – Pages 21 & 22)
7. Attachments (Attachment 7 – Page 23)
8. Score Sheet (Attachment 8 – Page 24 & 25)

Attachment 1

City of Springfield Planning and Development Department Homeless Emergency Shelter Program Request for Proposal - Cover Sheet		
Agency:		
Address:		
Contact People:		
Executive Director:	Grant Writer:	Program Coordinator:
Phone Number: Executive Director: Grant Writer: Program Coordinator:	Email Address: Executive Director: Grant Writer: 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 (If your organization has expended at least \$750,000 in Federal Assistance submit most recent Single Audit with Proposal)		
Activities Requested	Amount of Request (\$)	
Homeless Emergency Shelter (Total)	\$	
Acquisition costs	\$	
Demolition costs	\$	
Development hard costs	\$	
Site improvement costs	\$	
Related soft costs	\$	
Other (please list)		
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 on a 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 homeless ES requirements (as laid out in each section above).

Project Description

1. Indicate the total number of homeless ES beds that will be added to the local Continuum of Care (Ozarks Alliance to End Homelessness (OAEH)) system, upon the completion of your homeless ES project:
2. Enumerate in detail your organization's prior experience with operating ES 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 homeless ES 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 homeless ES project:
 - a. Can your homeless ES project be completed, with funds fully expended, and all City reimbursement requests being processed prior to December 31, 2026? Provide 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 ES facility:

Attachment 2

- c. Provide all architectural plans and renderings that have been completed for your homeless ES 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 homeless ES or other similar facilities:
6. Provide a location map and a site plan of the proposed homeless ES facility:
- a. The location map and/or site plan needs to show the proposed homeless ES 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 homeless ES 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?
8. Enumerate in detail the process or processes that your organization will utilize to evaluate the success of programming offered at the homeless ES 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: \$ _____

Homeless Emergency 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 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

**** ARPA funding cannot be used to pay for operating expenses of the Homeless Emergency Shelter.**

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

- In the first Column show the total ARPA budget for this line item.
- In the 2nd Column , 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 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

Homeless Emergency 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 and OAEH Involvement – 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 homeless Emergency 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</p>	5	_____

Attachment 8

or near a city bus line.

- | | | |
|--|----|-------|
| <p>7. Cost Effectiveness - the applicant’s proposal allows for the most efficient and cost-effective use of ARPA funds so that the greatest number of qualifying populations of individuals and families will be assisted.</p> | 5 | _____ |
| <p>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 homeless ES. The sources and uses of the operating funding must be enumerated in detail. (Operating costs cannot be paid with ARPA funding).</p> | 10 | _____ |
| <p>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.</p> | 10 | _____ |
| <p>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 homeless ES 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.</p> | 10 | _____ |

Ranked By: _____

TOTAL
POINTS
(100)