

**CITY OF BIRMINGHAM, ALBAMA
DEPARTMENT OF COMMUNITY DEVELOPMENT
710 North 20th Street, 10th Floor City Hall
Birmingham, Alabama 35203**

**HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM
(HPRP)**

REQUEST FOR PROPOSALS

**THIS RFP MAY BE RESPONDED TO BY APPLYING FOR ONE OR MORE OF
THE FOLLOWING PARTS. EACH PART REQUIRES A SEPARATE
NARRATIVE, PROPOSED BUDGET, AND EVALUATION:**

PART I: HOMELESS PREVENTION

PART II: RAPID RE-HOUSING

PART III: DATA COLLECTION AND EVALUATION

PUBLICATION DATE: MAY 28, 2009

DUE DATE: JUNE 19, 2009 BY 4:30 P.M.

May 28, 2009

RE: Homelessness Prevention and Rapid Re-Housing Program (HPRP)
Request for Proposals
Non-Profit Organizations or other Entities

Proposing Entities:

The City of Birmingham, Alabama is a grantee eligible to receive assistance under HPRP. Funds for this Program must be spent inside the City limits of Birmingham, Alabama for program participants who meet applicable eligibility criteria and for eligible activities as outlined herein under this program.

This HPRP-RFP is for Non-Profit Organizations or other entities with background and experience in providing Homelessness Prevention, Rapid Re-Housing, Data Collection and Evaluation or similar program experience involving Federal Grants. Additional information or clarification about this request can be obtained by contacting Mr. James F. Fenstermaker or Denise Hoover in the Community Development Department 205-254-2341. Sealed proposals must be received in the Community Development at the address referenced below no later than 4:30 p.m. on June 5, 2009. No proposals received by fax or e-mail transmission will be accepted.

Community Development Department
Room 1000 – (10th Floor)
City Hall
710 North 20th Street
Birmingham, Al. 35203

I appreciate your time and effort in responding to this proposal and look forward to working with you in the future.

Sincerely,

James F. Fenstermaker, Director

Enclosure

HPRP PROGRAM DESCRIPTION

This RFP is for Non-Profit Organizations or other entities with a history and demonstrated experience in similar program areas involving Federal Grants. The City of Birmingham, Alabama (the grantee) is seeking proposals from organizations to provide services to qualified applicants under the HPRP. Successful applicants are to assume all aspects of program management and delivery responsibility and will be accountable for ensuring that the HPRP program requirements established by the March 19, 2009 Notice of Funding Allocations and requirements issued by the Office of the Secretary, HUD and any subsequent guidance are met.

INTRODUCTION:

The U.S. Department of Housing and Urban Development (HUD) has announced a new Homelessness Prevention and Rapid Re-Housing Program (HPRP), under Title XII of the American Recovery and Reinvestment Act of 2009 (“Recovery Act”) to provide financial assistance and services to prevent individuals and families from becoming homeless and help those who are experiencing homelessness to be quickly re-housed and stabilized. The funds under this program are intended to target individuals and families who would be homeless but for this assistance. The funds will provide for a variety of assistance, including: short-term or medium-term rental assistance and housing relocation and stabilization services, including such activities as mediation, credit counseling, security or utility deposits, utility payments, moving cost assistance, and case management.

At least 60 percent of funds must be spent within two years; all funds must be spent within three years. The Recovery Act requires HPRP grantees to report client-level data, such as the number of persons served and their demographic information, in a Homeless Management Information System (HMIS) or comparable database. Grantees, and as applicable, subgrantees, will use the Integrated Disbursement and Information System (IDIS) to draw down HPRP funding and report on grant expenditures.

HPRP GRANT AMOUNT:

On March 19, 2009 the Office of the Secretary, HUD provided notice of the allocation formula and allocation amounts, the list of grantees, and requirements for the HPRP. **In the notice, the City of Birmingham, Alabama received an HPRP Grant Allocation of \$2,735,730.00.** The HPRP Notice is available for inspection on the HUD website at www.hud.gov/recovery.

CITY OF BIRMINGHAM HPRP BUDGET:

HUD requires the grantee to complete the following table so that participants in the citizen participation process may see the grantee’s preliminary estimated amounts for various HPRP activities. The estimated budget amounts for each activity are entered in the appropriate column and row. The City will be required to report actual amounts in subsequent reporting.

HPRP Budget Summary			
	Homelessness Prevention	Rapid Re-housing	Total Amount Budgeted
Financial Assistance ¹	\$738,647	\$738,647	\$1,477,294
Housing Relocation and Stabilization Services ²	\$492,432	\$492,432	\$984,864
Subtotal (add previous two rows)	\$1,231,079	\$1,231,079	\$2,462,158

Data Collection and Evaluation ³	\$136,786
Administration (up to 5% of allocation)	\$136,786
Total HPRP Amount Budgeted⁴	\$2,735,730

¹Financial assistance includes the following activities as detailed in the HPRP Notice: short-term rental assistance, medium-term rental assistance, security deposits, utility deposits, utility payments, moving cost assistance, and motel or hotel vouchers.

²Housing relocation and stabilization services include the following activities as detailed in the HPRP Notice: case management, outreach, housing search and placement, legal services, mediation, and credit repair.

³Data collection and evaluation includes costs associated with operating HUD-approved homeless management information systems for purposes of collecting unduplicated counts of homeless persons and analyzing patterns of use of HPRP funds.

⁴This amount must match the amount entered in the cell on the table in Section A titled “Amount Grantee is Requesting.”

5. Service Area: The service area for the HPRP program is the corporate city limits of the City of Birmingham, Alabama.

RFP APPLICATION PROCEDURE:

This RFP contains three separate program components: I. Homelessness Prevention; II. Rapid Re-housing; III Data Collection and Evaluation. An Organization may apply under one or more of these program components. Please address each of the following elements and provide the documentation requested. It is not necessary to repeat this information if your organization is applying under more than one program component. Any proposal submitted without all of the information requested below will be considered as non-responsive.

- A. Executive Summary should contain a description of your proposal in as much detail as possible.
- B. Project Budget including all Sources and Uses of Funds by program component and eligible cost element. Please refer to the HPRP Budget Summary listed on page 4 for available funding under each program component. Dollars should be maximized for Direct Financial Assistance. Priority will be given to organizations who can provide needed support/case management services in a cost-effective manner.
- C. Provide resume of experience of the development team.
- D. Complete Evaluation Criteria Questions for each program component under which you are applying.
- F. Provide letter agreeing to comply with all of the provisions of the HPRP Program.
- G. Complete Transparency in City Government Disclosure Form (Appendix B).
- H. Execute all Certifications in Appendix C.

NOTE: This list may not be all inclusive. Additional documentation may be required upon request by the City of Birmingham, Alabama.

MBE/WBE PARTICIPATION:

Firms are encouraged to utilize the skills and services of minority businesses in the fulfillment of the contractual responsibilities pertaining to this project.

The City of Birmingham, in carrying out projects as authorized under the Housing and Community Development Act of 1974, is required under 1365 of Title 24, Housing and Urban Development Act of 1968, to take affirmative action to assure that employable persons and businesses in our project area (City of Birmingham) are utilized to the greatest extent feasible with particular emphasis being placed upon the hiring of women and minorities as both employees and, where applicable, subcontractors. City of Birmingham is sincere in its effort to insure that both the letter and intent of the

regulations are complied with and the City of Birmingham will monitor your firm's efforts in this area.

PART I: HOMELESSNESS PREVENTION EVALUATION CRITERIA:

The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 180 points. Briefly respond to each of the following (maximum of 250 words per item):

- A. Applicant Organization has received Federal awards under which they have expended at least \$500,000 per year for each of the past five (5) years. In addition to your narrative response to this item, please provide a copy of the executive summary portion of your organizations most recent A-133 Audit as an attachment.
_____ Zero or 40 points

- B. Applicant Organization has a minimum of 5 years demonstrated experience in the administration of Federal Resources and a demonstrated ability to provide for proper accounting and reporting for management of Federal funds.
____ Up to 20 points

- C. Applicant Organization has a minimum of 5 years demonstrated experience in providing Homelessness Prevention related services similar to those allowable under the HPRP Program. These include providing financial assistance and housing relocation and stabilization services as referenced in the Estimated Budget Section of this RFP.
_____ Up to 20 points

- D. Applicant Organization has a minimum of 5 years demonstrated experience in providing reports to HUD grantees for purposes of meeting reporting requirements mandated by the HUD Integrated Disbursement and Information System (IDIS).
_____ Up to 20 points

- E. Access within organizations to trained/licensed housing counselors and other case management or referral services in order to meet the needs of program clients.
_____ Up to 20 points

- F. Demonstrated knowledge of the community being served - - especially Birmingham neighborhoods - - and especially low-moderate income residents in Birmingham neighborhoods:
____ Up to 20 points

- G. Cost effectiveness of proposal measured as the ratio of Financial Service (Direct Service) versus Housing Research and Stabilization Services.
_____ Up to 20 Points
- H. Minority participation in the proposal.
_____ Up to 10 points
- I. Section 3 Certified Business or Organization.
_____ Zero or 10 Points

PART II: RAPID RE-HOUSING EVALUATION CRITERIA:

The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 180 points. Briefly respond to each of the following (maximum of 250 words per item):

- A. Applicant Organization has received Federal awards under which they have expended at least \$500,000 per year for each of the past five (5) years. In addition to your narrative response to this item, please provide a copy of the executive summary portion of your organizations most recent A-133 Audit as an attachment.
_____ Zero or 40 points
- B. Applicant Organization has a minimum of 5 years demonstrated experience in the administration of Federal Resources and a demonstrated ability to provide for proper accounting and reporting for management of Federal funds.
_____ Up to 20 points
- C. Applicant Organization has a minimum of 5 years demonstrated experience in providing Rapid Re-Housing related services similar to those allowable under the HPRP Program. These include providing financial assistance and housing relocation and stabilization services as referenced in the Estimated Budget Section of this RFP.
_____ Up to 20 points
- D. Applicant Organization has a minimum of 5 years demonstrated experience in providing reports to HUD grantees for purposes of meeting reporting requirements mandated by the HUD Integrated Disbursement and Information System (IDIS).
_____ Up to 20 points

- F. Access within organizations to trained/licensed housing counselors and other case management or referral services in order to meet the needs of program clients.
_____ Up to 20 points

- F. Demonstrated knowledge of the community being served - - especially Birmingham neighborhoods - - and especially low-moderate income residents in Birmingham neighborhoods:
_____ Up to 20 points

- G. Cost effectiveness of proposal measured as the ratio of Financial Service (Direct Service) versus Housing Research and Stabilization Services.
_____ Up to 20 Points

- H. Minority participation in the proposal.
_____ Up to 10 points

- I. Section 3 Certified Business or Organization.
_____ Zero or 10 Points

PART III: DATA COLLECTION AND EVALUATION CRITERIA:

The preliminary funding award resulting from this part of the Request for Proposals shall be determined by analysis of, but not necessarily limited to, the factors shown below. Points will be designated for each factor of consideration with a maximum score of 180 points. Briefly respond to each of the following (maximum of 250 words per item):

- A. Applicant Organization has a minimum of 5 years demonstrated experience as the primary manager of a local Homeless Management Information System (HMIS) as described in the July 30, 2004 HMIS Data and Technical Standards Final Notice, or subsequent amendment thereto, issued by the Office of the Assistant Secretary for Community Planning and Development, U.S. Department of Housing and Urban Development (HUD).
_____ Zero or 40 points

- B. Applicant Organization has a minimum of 5 years demonstrated experience in evaluating data generated from an HMIS system so as to better understand the characteristics of homeless persons in the community, including their demographic characteristics, patterns of homelessness, and use of services.
_____ Up to 30 points

- C. Applicant Organization has a minimum of 5 years demonstrated experience in the administration of a HUD approved Continuum of Care System.
_____ Up to 30 points

- D. Applicant Organization or its current staff members have or currently serve on the Mayor's Commission to Prevent and End Chronic Homelessness.
_____ Up to 30 points

- E. Demonstrated knowledge of the community being served - - especially Birmingham neighborhoods - - and especially low-moderate income residents in Birmingham neighborhoods:
_____ Up to 30 points.

- F. Minority participation in the proposal.
_____ Up to 10 points

- G. Section 3 Certified Business or Organization.
_____ Zero or 10 Points

APPENDIX A-PUBLICATION
CITY OF BIRMINGHAM, ALABAMA
DEPARTMENT OF COMMUNITY DEVELOPMENT
REQUEST FOR PROPOSALS
HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM
(HPRP)

The City of Birmingham, Alabama through its Community Development Department is requesting proposals from Non-Profit Organizations or other entities relative to the implementation of its Homelessness Prevention and Rapid Re-Housing Program (HPRP). The service area for this request for proposals is the corporate city limits of the City of Birmingham, Alabama.

The City is seeking organizations with a history and demonstrated experience in the administration and program delivery of similar program areas involving Federal Grants. The City is seeking a Prime Sponsor(s) to assume all aspects of HPRP program management and delivery responsibility who will be responsible for ensuring that the program requirements established by the March 19, 2009 HPRP Notice of Funding Allocations and requirements issued by the Office of the Secretary, HUD and any subsequent guidance are met.

Sealed proposals must be received in the Community Development at the address referenced below no later than 4:30 p.m. on June 19, 2009 to be considered. No proposals received by fax or e-mail transmission will be accepted.

Community Development Department
Room 1000 – (10th Floor)
City Hall
710 North 20th Street
Birmingham, Al. 35203

Copies of the complete Request for Proposals containing more detailed RFP application procedures and other information may be obtained at the above-address or may be downloaded from the City's website at www.birminghamal.gov under Community Development Department. All requests by means other than by in-person visits to the above noted Office will be responded to via e-mail or United States Postal Service.

May 28, 2009

Birmingham News

Birmingham Times

City of Birmingham Website Posting: www.birminghamal.gov

APPENDIX B
TRANSPARENCY IN CITY GOVERNMENT DISCLOSURE FORM
(Must be completed by all applicants)

TRANSPARENCY IN CITY GOVERNMENT DISCLOSURE FORM

**APPLICABLE TO ALL CITY CONTRACTS AND APPOINTMENTS
NOT GOVERNED BY STATE COMPETITIVE BID LAWS**

INSTRUCTIONS:

This form must be fully completed by each individual, firm, group, agency, non-profit and other entity (hereinafter referred to as “you” or “Applicant”) seeking to do business with the City, provide services to the City, enter into a contract or appointment with the City, or apply for City funding.

Answer all questions applicable to you. Respond “Not applicable” or “NA” if a question does not apply to you. Attach additional pages if needed. Completed forms will be submitted to the Birmingham City Council along with the Applicant’s proposed contract, appointment and/or funding request.

1. Name of Applicant:

2. Physical Street Address of Applicant:

3. Mailing Address of Applicant (if different from street address):

4. Phone Number of Applicant:

5. Key Contact Person for Applicant:

6. Identify all officers, directors, owners, substantial investors in (5% or more of Applicant’s stock) and partners of the Applicant:

7. Are any of these persons City employees?

8. Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

9. Identify all key employees or personnel of the Applicant:

10. Are any of these persons City employees?

11. Are any of these persons related by blood or by marriage to City officials or employees? If yes, list all pertinent relationships.

12. Has the Applicant ever received City funding, entered into a contract or appointment with the City, or provided services to the City?

13. If you answered “Yes” to Question No. 12 :
 - a) State the amount of funds received or amount of the contract or appointment.

 - b) Describe in detail the work performed, scope of appointment, or purpose for which the funds were used, and attach supporting documentation such as receipts and invoices.

 - c) Attach a copy of the contract or appointment.

14. Attach resumes of Applicant’s key personnel.

15. Attach Applicant's articles of incorporation if applicable.
16. Attach Applicant's 501(c)(3) letter from Internal Revenue Service if applicable.

17. Describe in detail the work Applicant seeks to perform for the City.

18. Identify all sources and amounts of public funding (federal, state and local) the Applicant has received within the past three (3) years.

19. Has the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.

20. Has any individual associated with the Applicant ever been suspended or barred from participating in federal contracts or other federal assistance? If yes, explain.

21. During the past three (3) years, has Applicant retained, hired or paid any lobbyist, political consultant or attorney to assist Applicant in its bid to perform work for the City or obtain a City contract, appointment or funding? If yes, identify by individual name, firm name, address and telephone number any such lobbyist, political consultant or attorney.

22. Identify any business or firm in which:
- a) The Applicant or its key personnel owns 5% or more of the stock;
 - b) The Applicant or its key personnel serves as an officer or director;
 - c) The Applicant or its key personnel is a partner.

I declare under penalty of perjury that the Applicant's answers to each and every question on the City of Birmingham Transparency in City Government Disclosure Form are true and correct:

Signature

Print Name

Date

Title/Position with Applicant

File name: Transparency In City Government Disclosure Form

APPENDIX C- CERTIFICATIONS

**CERTIFICATION REGARDING
CONFLICT OF INTEREST**

The undersigned certifies to the City of Birmingham through its Office of Community Development that it and its principals are in compliance with the Conflict of Interest provision of the Homelessness Prevention and Rapid Re-Housing Program (HPRP):

- In the procurement of property and service 24 CFR 85.36 and OMB Circular 110 Rules Regarding Conflict of Interest apply.
- In all cases not governed by those rules, conflicts of interest are not permitted. The following applies:

If a person is:

An employee, agent, consultant, officer, elected official or appointed official of a PJ, State recipient or sub recipient of HPRP.

AND have HPRP-related responsibilities or access to inside information.

That person may NOT:

Obtain a financial benefit or interest from any HPRP activity for themselves or those with whom they have family or business ties during their tenure or for one year thereafter.

Organization Name

By: _____

Its: _____

Date: _____

**DEVELOPERS OR NON-PROFIT ORGANIZATIONS CERTIFICATION
REGARDING
DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

1. The undersigned certifies to the City of Birmingham through its Office of Community Development that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment or suspension, declared ineligible, or voluntarily excluded from any transactions or construction projects involving the use of Federal funds;
 - (b) Have not within a three-year period preceding this certification been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and
 - (d) Have not within a three-year period preceding this certification had one or more public projects (Federal, State or local) terminated for cause of default.

2. Where the undersigned is unable to certify to any of the statements in this certification, the undersigned shall attach an explanation to this certification.

Organization Name

By: _____

Its: _____

Date: _____

**CERTIFICATION REGARDING
PROHIBITION OF THE USE OF HPRP FUNDS
FOR LOBBYING AND BRIBES**

I, _____, the _____

Of _____ (“Owner”) authorized to act on behalf of Owner certify to the City of Birmingham through its Office of Community Development that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the Owner, to any person for influencing or attempting to influence an office or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement;
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Owner will complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions; and
- (3) The Owner shall require that this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

Name

Title

Date

**CERTIFICATIONS REGARDING
AFFIRMATIVE MARKETING PROCEDURES**

The undersigned applicant certifies to the City of Birmingham through its Office of Community Development (“the City”) that it will continue to further Equal Opportunity and Fair Housing by:

1. Establishing affirmative marketing procedures to be utilized so that no person shall, on the grounds of race, color, national origin, religion, or sex be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity funded in whole or part with funds made available under City of Birmingham’s HPRP Program.
2. Complying with the requirements of the Fair Housing Act and the Age Discrimination Act of 1975.
3. Displaying the Fair Housing logo on its advertisements for those units and at the leasing or sales office. At a minimum, a Fair Housing poster will be displayed at the leasing or sales office.
4. Submitting in writing to the City its plans to solicit applications from persons in the community who are unlikely to apply without special outreach.
5. Maintaining a list of the characteristics of the tenants renting HPRP assisted units and will assess and report annually the results of these efforts to the City.
6. Section 3 of the Housing and Urban Development Act of 1968. Will submit HUD Form 60002, Section 3 Summary Report which is used to report annual accomplishments regarding employment opportunities to low-and very low-income persons under Section 3 of the Housing and Urban Development Act of 1968.
7. Affirmative Marketing in Resale: You will submit to the City for approval and Affirmative Fair Housing Marketing Plan (AFHMP) in accordance with 24 CFR Part 200, Subpart M.

Signature of Authorized Certifying Official:

Title:

Applicant Organization:

Date:

CODE OF CONDUCT CERTIFICATION

The applicant covenants that no person who presently exercises any functions or responsibilities in connection with the program has any personal financial interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The developer further covenants that in the performance of this Agreement no person having any conflict of interest shall be employed. Any interest on the part of the Developer or its employees must be disclosed to the City. This paragraph shall be interpreted in such a manner so as not to unreasonably impede the statutory requirements that maximum opportunity be provided for employment of and participation by low and moderate income residents of the area.

Signature of Authorized Certifying Official:

Title:

Applicant Organization:

Date:

Applicant's Authorized Signature

Applicant certifies that it will comply with all rules and regulations of the HPRP program as outlined in the March 19, 2009 Notice of funding allocations and requirements issued by the Office of the Secretary of HUD. Copies of this notice are available at www.hud.gov/recovery.

By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete, and accurate to the best of my knowledge. I also provide the required assurances and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

Signature/Authorized Official

Date

Title