City of Winston-Salem

Request for Proposals to Provide Assistance for Individuals and Families During the COVID-19 Pandemic

Community Development Department
City of Winston-Salem
100 East First Street, Suite 423, PO Box 2511
Winston-Salem, NC 27102
(336) 734-1310

December 21, 2020
REQUEST FOR PROPOSALS (RFP)

The City of Winston-Salem is accepting proposals for program funding to address the housing needs of homeless and imminent at risk persons impacted by the COVID-19 pandemic. These funds will be strategically used to prevent, prepare, and respond to COVID-19 and to prevent imminent homelessness for those impacted by COVID-19.

**Deadline for Submissions:**
The application process will open at **12:00 am (midnight) on December 21st**. Proposals must be submitted to the City of Winston-Salem by **December 31st 2020 at 12:00pm (noon)** using the Neighborly Software application for which more information is provided under “Submission Procedure” below. All applications received by this deadline will be reviewed. Late applications will not be reviewed.

**Background and Basic Requirements:**

In order to address the COVID-19 pandemic, HUD is providing a supplemental allocation of NC ESG CV 2 funds. These funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic among individuals and families who are experiencing homelessness or receiving homeless assistance. The funds will also support additional homelessness prevention activities to mitigate the impacts of COVID 19. These funds will be used to help countless people exit homelessness and stay safer and healthier during the pandemic.

One or more agencies will be selected for funding by a panel selected by the City. Criteria used for selection of proposals will include the soundness of the proposed approach, organizational experience and capacity, and cost effectiveness. Agencies selected must have the capacity to perform required tasks including intake, eligibility determination, assessments of need for assistance, counseling and case management, payment processing, record-keeping, and reporting. Agencies must demonstrate a record of spending money efficiently and in a timely manner.

**Participant Eligibility:**

The NC ESG CV2 program will provide crisis response services and housing stability services for households that meet the following definitions of homeless as required by the U.S. Department of Housing and Urban Development (HUD):

**Literally Homeless:**

- Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a 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 and local government programs); or (iii) Is exiting an institution where (s)he has 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.
Imminent Risk of Homelessness:

- Individual or family who will imminently lose their primary nighttime residence, provided that: (i) 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 needed to obtain other permanent housing.

Fleeing Domestic Violence:

- Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing.

Eligible Activities:

This RFP represents the second round of funding made available to the City of Winston-Salem by the State of North Carolina under the Coronavirus Aid, Relief and Economic Security Act (CARES Act) through the Emergency Solutions Grant (ESG) Program.

There are four (4) categories of eligible activities. **Crisis response will only be 40% of the full budget.** For additional information and details on eligible expenses, please refer to the ESG Desk Guide, which can be found on the DHHS webpage [https://www.ncdhhs.gov/nc-emergency-solutions-grant](https://www.ncdhhs.gov/nc-emergency-solutions-grant) or the HUD Exchange [https://www.hudexchange.info/programs/esg/](https://www.hudexchange.info/programs/esg/)

1 - Crisis Response
   - Street Outreach
   - Emergency Shelter (Operations and Services)

2 - Housing Stability
   - Rapid Rehousing: Rapid re-housing (RRH) assistance aims to help individuals or families who are homeless move as quickly as possible into permanent housing and achieve stability in that housing through a combination of rental assistance and supportive services.
   - Homelessness Prevention aims to target financial assistance and supportive services to prevent homelessness where there is a high likelihood that the households being served will experience homelessness without the assistance.

3 – HMIS / DV Comparable Database

4 – Administration and Overhead/Indirect Costs
   - Sub recipients are eligible for up to 5% administration costs; these costs are above the award amount for program activity components
Sub recipients should include the requested amount of Administrative Costs in their Application Budget or Additional Funding Request Form not to exceed 5% of the total award amount.

- Example: Agency requests $50,000 for street outreach and $100,000 for emergency shelter for a total award of $150,000. The agency may request Administrative Funding up to $7,500.

- Eligible administration costs include General management, oversight, and coordination; Training on ESG requirements; Consolidated Plan preparation and amendment; Environmental Review.
  - General Management, Oversight, and Coordination includes: salaries and wages for staff engaged in program administration (preparing budgets, developing compliance systems, monitoring program activities, preparing reports, audit services, accounting services, purchase of equipment, insurance, utilities, office supplies and rental/maintenance of office space)

- Subrecipients may also use 15% of their total award for Overhead/Indirect Costs. These are costs are allocated to each activity and are included in your program activity component award.

Within these categories, Agencies may also apply for funds for infectious disease preparedness according to the [Eligible ESG Program Costs for Infectious Disease Preparedness](https://example.com) Guidance.

**FUNDS AVAILABILITY:**

The North Carolina Emergency Solutions Grant CARES Act (NC ESG-CV2) funding is for homeless services providers in North Carolina to assist with responding to the COVID-19 public health crisis, subject to the availability and appropriation of funds.

The NC ESG-CV2 funding may be used to fund any of the eligible ESG program activities as described in this RFA. The State is prioritizing funding toward Housing Stability activities that can be quickly implemented to assist individuals and families living in unsheltered environments and those exiting congregate and non-congregate shelter sites to permanent housing. For the second allocation of NC ESG CARES Act (NC ESG-CV 2) Winston- Salem’s allocation for the Local Planning Area is $944,181.

Please note that funding of applications submitted in response to this Request for Applications is contingent upon the State receiving funds from the U.S. Department of Housing and Urban Development (HUD). This is a competitive application process for limited funding. Applicants that meet the minimum criteria are not guaranteed an award. Also, successful applications may be funded for less than the amount requested. No contracts can be executed until the selection process has been completed, regulatory requirements have been met and funds have been released by the U.S. Department of Housing and Urban Development.
ELIGIBILITY

To be eligible for funding, agencies must meet the following minimum requirements:

a. The application is complete and responsive. All questions are answered thoroughly.
b. The proposed activity is eligible under one of the available funding sources.
c. The agency has current nonprofit 501(c)(3) tax exempt status and eligibility to receive tax deductible contributions, as confirmed by the Internal Revenue Service.
d. The agency has “Current-Active” status to conduct business in the State of North Carolina at least one year prior to the date of publication of this Request for Proposals, as confirmed by the N.C. Secretary of State (https://www.sosnc.gov/search/index/corp).
e. The agency has submitted a third-party financial review or audited financial statements prepared by a qualified accountant or accounting service covering the last reporting period of operation. Audit findings may make the applicant ineligible to receive assistance from the City.
f. The agency must not be debarred or suspended by any federal agency.
g. The agency must provide a current list of Board Members.
h. The agency must provide a completed IRS 990 Form, as submitted to the IRS.
i. The agency must provide organization’s policies, code of conduct, bylaws, and articles of incorporation.

ENVIRONMENTAL REVIEW

Activities funded under federal programs (ESG) are subject to the environmental review regulations at 24 Code of Federal Regulations part 58. No choice-limiting action pertaining to a specific site proposed to be funded under the federal funding sources listed above may be taken by any party prior to the execution of a funding agreement with the City. Prior to issuing an agreement, the City will complete the required Environmental Review process. Choice-limiting actions are defined by HUD as property acquisition, demolition, movement, rehabilitation, conversion, repair, or construction prior to the environmental clearance. Any violation of this provision will result in the automatic denial of the funding request or de-obligation of federal funds, if awarded.
PROJECT RANKING PROCESS

Proposals that meet the minimum requirements will be scored on a 100-point scale:

<table>
<thead>
<tr>
<th>Rating Factors</th>
<th>Basis of Rating</th>
<th>Points</th>
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<tbody>
<tr>
<td>Organizational Information</td>
<td>Provision of all organizational information, such as contact information for staff and board leadership, federal identifying information and total budget</td>
<td>1</td>
</tr>
<tr>
<td>Other Basic Information</td>
<td>Provision of information on status of federal filings and other information</td>
<td>2</td>
</tr>
<tr>
<td>Project Summary</td>
<td>Provision of a project summary which provides all requested information, including a concise but complete description of the proposed project or program</td>
<td>2</td>
</tr>
<tr>
<td>Organizational Capacity</td>
<td>Provision of information illustrating the capacity of the organization to operate and complete the project or program</td>
<td>27</td>
</tr>
<tr>
<td>Strategic Priority</td>
<td>Provision of information illustrating that the project will help the community to meet strategic objectives</td>
<td>24</td>
</tr>
<tr>
<td>Project Approach and Design</td>
<td>Provision of information illustrating that: participants are selected and referred through the coordinated entry system; services to be provided are appropriate to meet the needs of the targeted population; permanent housing stability is emphasized in the program and that the proposed project will not duplicate other programs in the community.</td>
<td>24</td>
</tr>
<tr>
<td>Cost Effectiveness</td>
<td>Provision of information illustrating that the proposed project or program will be cost effective</td>
<td>18</td>
</tr>
<tr>
<td>Required Documents</td>
<td>Provision of all required documents, such as article of incorporation, by laws and latest IRS 990 submissions</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
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SUBMISSION PROCEDURE

To submit a proposal, please complete the application through the following website: [https://portal.neighborlysoftware.com/winston-salem/participant](https://portal.neighborlysoftware.com/winston-salem/participant). Instructions for accessing the Neighborly Software portal and registering your account are provided in the “Getting Started Guide” which accompanies this RFP. This RFP and the Getting Started Guide can both be found at [https://www.cityofws.org/2453/Homelessness](https://www.cityofws.org/2453/Homelessness).

Applications must be authorized by the Board of Directors of the organization submitting the proposal. Although not required to be submitted, the organization should retain the minutes of the board meeting authorizing the submission of the application. Your electronic signature on the
application indicates you are a representative with authority to submit the application. In addition, your completed application should include all of the following:

- List of Board Members
- IRS 990 form
- IRS 501(c)(3)
- NC Secretary of State – current and active status (https://www.sosnc.gov/search/index/corp)
- Financial Review/Audit
- Organization bylaws
- Articles of incorporation
- Code of conduct
- Organization policies including personnel, formal non-discrimination, procurement, accounting

ALLOCATION PROCESS AND TIMELINE

The selection of projects to be funded will be accomplished using the process established in the Governance Charter of the Winston-Salem/Forsyth County Continuum of Care (CoC). Projects will be prioritized for funding by the CoC Rating Panel, reviewed by the CoC Operating Cabinet and must receive a recommendation for funding from the Winston-Salem/Forsyth County Commission on Ending Homelessness prior to contract approval by the City of Winston-Salem.

Organizations that are awarded funding will be required to execute an agreement with the City of Winston-Salem. The City will conduct monitoring reviews of the project, which are also subject to monitoring reviews by HUD. Monitoring reviews will include site visits.

Agencies applying for funding must be prepared to assume relevant responsibilities if awarded funding, which may include but not be limited to: (1) Determining eligibility and processing applications for assistance, (2) becoming a participating agency in the Homeless Management Information System (HMIS) or a comparable database for victim services providers and entering all participant data, (3) keeping participant records and participating in monitoring activities as appropriate, (4) providing or coordinating services for participants, (5) providing at least the minimum required cash or in-kind matching resources.

CONTACT INFORMATION

Questions may be emailed to hcsd@cityofws.org and in the subject line include “RFP-NC ESG CV2.” Phone calls can be directed to Mellin L. Parker, Senior Project Supervisor, at (336) 734-1310 or Shereka Floyd, CoC Program Manager, at (336) 734-1305.