

# State of Utah



UTAH DEPARTMENT OF  
**WORKFORCE  
SERVICES**  
HOUSING & COMMUNITY  
DEVELOPMENT

## Request for Proposal (RFP)

CONTRACT PERIOD: July 1, 2020 – June 30, 2021

### HOMELESS SHELTER CITIES MITIGATION RESTRICTED ACCOUNT GRANT PROGRAM

RFP RELEASE DATE: **September 11<sup>th</sup>, 2019**

PROPOSALS DUE: **October 18<sup>th</sup>, 2019 5:00 PM MST**

**AMENDMENT DATE:**

*Recorded here if needed*

**PAGES:**

*N/A*

<https://jobs.utah.gov/housing/>

# **HOMELESS SHELTER CITIES MITIGATION RESTRICTED ACCOUNT GRANT PROGRAM**

Department of Workforce Services  
Housing and Community Development Division

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## HOMELESS SHELTER CITIES MITIGATION GRANT OPPORTUNITY

S.B. 235 created the Homeless Shelter Cities Mitigation Restricted Account (hereafter referred to as Account). This bill:

1. Allows redevelopment agencies to transfer funds to a county or municipality under certain circumstances;
2. Creates an application process for certain municipalities with homeless shelters to obtain Account funds to employ and equip additional personnel to provide public safety services;
- 3. Creates a grant program with funds from the account for a municipality with a homeless shelter to pay for programs to mitigate the impact of the homeless shelter and for the Department of Public Safety to employ additional personnel to provide public safety;**
4. Requires the State Tax Commission to deposit a percentage of a county's or municipality's local option sales and use tax revenue into the Account; and
5. Directs DWS on how to disburse funds from the Account.

### GRANT ELIGIBILITY

*For the Homeless Shelter Cities Mitigation Restricted Account, "**Grant Eligible Entity**" means: the Department of Public Safety; or a city\*, town or metro township that: has a homeless shelter [for a county of the first or second class, shelter has the capacity to provide temporary shelter to at least **60 individuals per night**; for a county of the third, fourth, fifth, or sixth class shelter has capacity to serve at least **25 individuals per night** and operates year-round and is not subject to restrictions that limit the hours, days, weeks, or months of operation] within the city's, town's, or metro township's geographic boundaries; has increased community, social service, and public safety service needs [law enforcement, emergency medical services, and fire protection] due to the location of a homeless shelter within the city's, town's, or metro township's geographic boundaries; and is certified as a grant eligible entity in accordance with Section 35A-8-609." (35A-8-608)*

*\*Does not specify class of city*

#### Grant Eligible Entities

- Department of Public Safety
- Midvale City
- Ogden City
- Cedar City
- Richfield City
- Salt Lake City
- St. George City
- Vernal City
- South Salt Lake City

### TIMELINE FOR APPLICATION AND AWARD PROCESS

September 11 <sup>th</sup>	RFP Released
October 18 <sup>th</sup> by 5:00 p.m.	Proposals Due
October 18 <sup>th</sup> – November 1 <sup>st</sup>	Proposal Review and Scoring
November 13	Recommendations provided to the State Homeless Coordinating Committee
July 1, 2021 - June 30, 2022	Contract period

## PROPOSAL SUBMISSION

Proposals must be submitted using the PDF form-fill template provided by Housing and Community Development no later than 5:00 p.m. on October 18th, 2019 via email to

[HCDHomelessness@utah.gov](mailto:HCDHomelessness@utah.gov)

- Applicant must bear the cost of preparing and submitting proposal.
- All requested information must be provided at the time of submission. No opportunity will be offered for correcting application after the application submission deadline.
- Late or incomplete proposals will **NOT** be accepted.

## REQUIRED GRANT APPLICATION ATTACHMENTS

Applicant entity must complete the following forms:

- PDF form-fill narrative provided by HCD
- Excel budget form provided by HCD
- Required crime statistics, if applicable

## OPTIONAL GRANT APPLICATION ATTACHMENTS

- Additional crime statistic data or information
- Additional public safety data or information
- Additional budget gap analysis information

## INFORMATION AND GUIDANCE

Application information, PDF-form fills, budget, proposal evaluation and terms and conditions can be found at: <https://jobs.utah.gov/housing/homelessness/grantee/> under the Homeless Funding RFP section.

# OVERVIEW

## PERIOD OF PERFORMANCE AND MONITORING

- Contract period is July 1, 2020 – June 30, 2021.
- HCD will monitor contract performance and provide technical assistance.
- HCD may terminate the contract at any time based on lack of funding or violation of terms.

## REPORTING

- Organizations must:
  - Meet reporting requirements for the contract as required by HCD.
  - Collect information, compile and submit reports related to programs or projects; and
  - Participate in statewide data collection efforts as requested by HCD.
- Quarterly reporting is required as follows:
  - First Quarter: Due October 15 for the time period of July 1 – September 30
  - Second Quarter: Due January 15 for the time period of October 1 – December 31
  - Third Quarter: Due April 15 for the time period of January 1 – March 31
  - Fourth Quarter: Due July 15 for the time period of April 1 – June 30
- Final Report: The final report will be attached to the fourth quarter report and due July 15
- Additional reporting for the State Homeless Coordinating Committee as required

## **FUNDING DETAILS**

- Estimated \$725,312 available for grants
- Grant funding is based on a reimbursement submission and not distributed in a lump sum
- Invoices for reimbursement must be submitted through the Webgrants system
- Funding may only be spent on expenses related to the project, activities and services proposed

## **EVALUATION AND AWARD**

- Proposals are evaluated and scored using the criteria and measurements as outlined in the RFP and scoring details may be used to present staff recommendations to the State Homeless Coordinating Committee.
- Awards are made by the State Homeless Coordinating Committee as determined to best meet the objectives of the State Homeless Coordinating Committee taking into consideration all factors set forth in this RFP.
- DWS reserves the right to reject any and all proposals, award partial grants, or withdraw at any time.
- During the proposal review period, applicants must be available to answer questions or provide clarification.
- Successful proposals will be open to public inspection after grants are awarded under the guidelines of the Government Records Access and Management Act (GRAMA). The entire application will be open, unless applicant requests in writing that trade secrets or proprietary data be protected. A *Claim of Business Confidentiality* must accompany the application. This form can be found at <http://archives.utah.gov/recordsmanagement/forms/GRAMA-business-confidentiality.pdf>.

## **IF YOU HAVE QUESTIONS**

- Questions regarding clarification or interpretation of any section of this RFP can be directed to [HCDHomelessness@utah.gov](mailto:HCDHomelessness@utah.gov).

## **ADDENDA**

- If DWS finds it necessary to modify the RFP for any reason, HCD will email the updated version to those who have indicated their intent to apply for funding or are eligible to apply.

## DIRECT AND INDIRECT COSTS

Determinations of cost allowability are based on state procurement and cost principles found in the Federal OMB Cost Principles (2CFR 200). Costs must meet certain criteria to be allowable. Costs must be reasonable, necessary and conform to limitations set forth in legislation, regulation or federal circulars. They must be consistent with the contractor's procurement policies and procedures. Contractor is required to report and adequately document costs in accordance with Generally Accepted Accounting Principles (GAAP). Failure to follow these principles may result in an inappropriate use of federal funds or state funds and the contractor may have to repay the funds and incur a financial penalty.

<b>DIRECT COSTS (ALLOWABLE AS BUDGETED ITEMS)</b>	<b>INDIRECT COSTS (NOT ALLOWABLE AS DIRECT COSTS)</b>
<b>Salaries/Wages &amp; Fringe Benefits:</b> Staff time providing direct client services and assessments; meeting with clients to identify needs; referring clients to community services; enrolling in mainstream programs and housing opportunities; may also include case management; staffing for shelter operations; security; and data entry	<b>Salaries/Wages &amp; Fringe Benefits:</b> Clerical and administrative assistants, fiscal manager, secretaries, and directors (allowable as administrative costs, dependent on project type)
<b>Materials and Supplies:</b> Project-related supplies used to conduct the project, including curriculum; food pantry or food box preparation and distribution; or day shelter	<b>Office Supplies:</b> Pens, pencils, paper, staples, transparencies, toner cartridges, diskettes, printer paper, word processing and spreadsheet programs
<b>Equipment:</b> Equipment used for technical or software that costs greater than \$5,000 and has a useful life of at least one	<b>Equipment:</b> General office equipment such as copiers, printers, office computers, and fax machines
<b>Facilities:</b> Project specific space, insurance, utilities costs, equipment	<b>Facilities:</b> Building use (rent), grounds maintenance, renovations, and alterations of a
<b>Travel:</b> Staff transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business, some client transportation if directly associated with service delivery. <b>Out-of-state travel</b> requires prior approval from a DWS-HCD Program Specialist	<b>Travel:</b> Costs of entertainment, such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities
<b>Telephone:</b> Local service, cell phones, if verifiable to specific project	<b>Telephone:</b> Long distance calls, installation and maintenance
<b>Maintenance &amp; Repairs:</b> Maintenance, repairs, or renovation to project buildings, not to include Acquisitions, Construction or Demolition	<b>Maintenance &amp; Repairs:</b> Maintenance and repairs to general purpose equipment, buildings, and grounds, rehabilitation of administration areas
<b>Advertising:</b> Public relations to promote specific projects	
<b>Participant Support Costs (Financial Assistance):</b> Rent, deposits, utilities, application fees, etc. are allowed. The budget justification should describe the purpose for the costs and the way in which they will directly benefit the proposed project's scope of work. These costs must be excluded when calculating the Modified Total Direct Costs (MTDC) to determine the overall project's F&A costs.	
<b>Training:</b> Registration fees for DWS approved trainings for direct-labor employees, which may also include salary or wages for time spent attending trainings or meetings required by the contract.	

EVALUATION FOR HOMELESS SHELTER MITIGATION GRANT PROPOSAL

Personnel for Public safety services	Points Awarded
<p>A. PERSONNEL FOR PUBLIC SAFETY SERVICES – SUMMARY AND NEED – TOTAL Points Possible: 10</p> <p>B. PERSONNEL FOR PUBLIC SAFETY SERVICES – DATA - TOTAL Points Possible: 20</p> <p>C. PERSONNEL FOR PUBLIC SAFETY SERVICES – FUNDING GAP AND LEVERAGING– TOTAL Points Possible: 10</p> <p>D. PERSONNEL FOR PUBLIC SAFETY SERVICES – REPORTING MEASURES and OUTCOMES – TOTAL Points Possible: 15</p> <p>Overall Presentation – TOTAL Points Possible: 5</p>	
<p>TOTAL Personnel for Public Safety Services Points Possible: 60</p>	0
<p>Community and Neighborhood Program</p>	
<p>A. COMMUNITY AND NEIGHBORHOOD PROGRAM – SUMMARY AND OUTLINE – TOTAL Points Possible: 20</p> <p>B. COMMUNITY AND NEIGHBORHOOD PROGRAM – FUNDING GAP AND LEVERAGING– TOTAL Points Possible: 15</p> <p>C. COMMUNITY AND NEIGHBORHOOD PROGRAM – REPORTING MEASURES AND OUTCOMES – TOTAL Points Possible: 20</p> <p>Overall Presentation – TOTAL Points Possible: 5</p>	
<p>TOTAL Community and Neighborhood Program Points Possible: 60</p>	0
<p>Social services</p>	
<p>A. SOCIAL SERVICES – SUMMARY AND OUTLINE - TOTAL Points Possible: 20</p> <p>B. SOCIAL SERVICES – FUNDING GAP AND LEVERAGING– TOTAL Points Possible: 15</p> <p>C. SOCIAL SERVICES – REPORTING MEASURES AND OUTCOMES – TOTAL Points Possible: 20</p> <p>Overall Presentation – TOTAL Points Possible: 5</p>	
<p>TOTAL Social Services Points Possible: 60</p>	0