

This funding application contains material needed to apply for the Emergency Shelter Grant (ESG) funds through the City of Youngstown Community Development Agency. Applicants are advised to read the instructions before completing the application. The packet includes:

## **Section I: EMERGENCY SHELTER GRANT (ESG) PROGRAM**

ESG Background, Purpose, Program Goals, Specific Objectives, Funding

Caps, General Requirements, ESG Specific Information and Requirements

## **Section II: ESG REQUEST FOR PROPOSAL GENERAL INFORMATION**

Eligible Activities, Ineligible Activities, Faith-Based Organizations, and

Definitions

## **Section III: APPLICATIONS SUBMISSION REQUIREMENTS**

## **Section IV: APPLICATION SELECTION AND SCORING**

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# **Section I: EMERGENCY SHELTER GRANT (ESG) PROGRAM**

## ***ESG BACKGROUND***

The Emergency Shelter Grant Program (ESG) is authorized by the Stewart B. McKinney Homeless Assistance Act of 1987 as amended (42U.S.C. Sec. 11371). The City of Youngstown Community Development Agency is the administering agency for this program and is making funds available to eligible applicants to carry out appropriate activities.

The City of Youngstown expects to receive ESG funding and is seeking non-profit agencies to carry out activities that assist homeless persons and/or prevent homelessness according to the needs, priorities, and strategies identified in the City of Youngstown Five-Year Consolidated Plan, *Youngstown 2010*, and the Mahoning County Continuum of Care 10-Year Plan to End Homelessness. The ESG funds may be used for operations and maintenance, homeless prevention, essential (support services), and renovation/rehabilitation/conversion activities in connection with emergency shelters for the homeless.

It is a priority of the U.S. Department of Housing and Urban Development (HUD) and the City of Youngstown to work under a “Continuum of Care” approach to homelessness to assist individuals and families to obtain a decent living environment, whether through rental or homeownership. The Community Development Agency specifically seeks proposals to provide shelter, supportive services, and homeless prevention activities.

## ***PURPOSE***

The purpose of the Emergency Shelter Grant Program is to:

1. Help improve the quality of existing shelters for the homeless;
2. Help make available additional shelters; and
3. Help meet the costs of operating emergency shelters and to provide certain essential services to homeless persons so that they can not only have access to safe and sanitary shelter, but also to supportive services and other assistance that may improve their situation.

## ***ESG PROGRAM GOALS***

The goals of the ESG program are to direct funds in order to improve and enhance the quality of life for homeless individuals and their families, and to assist homeless individuals and families in reaching the ultimate goal of obtaining a decent home and suitable living environment through a rental or homeownership.

## **SPECIFIC OBJECTIVES AND PRIORITIES FOR THE City of Youngstown**

The objective is to aid nonprofit organizations in providing assistance to homeless individuals and families through grant awards for:

1. The payment of certain operating and social service expenses in connection with the emergency shelter for the homeless;
2. Essential or supportive services for the homeless; and

- Homeless prevention activities and activities designed to prevent the incidence of homelessness.

It is a priority of the City of Youngstown to work under the “Continuum of Care” approach to homelessness in which we assist individuals and families by providing supportive services and assistance needed to obtain a decent living environment through rental housing or homeownership. The Community Development Agency will continue to support and enhance the efforts of the Mahoning County Homeless Continuum of Care and specifically seeks proposals to provide shelter, supportive services, and homeless prevention activities. All services must meet a National Objective and be consistent with at least one of the City’s Consolidated Plan Priorities, which are listed below.

### Five – Year Consolidated Plan Priorities

Housing	Public Facility	Infrastructure	Public Service	Anti-Crime	Youth Services	Senior Programs	Economic Development	Planning
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**Note:** Public service activities generally include homeless services, substance abuse services, health care services, employment training, transportation services, etc.

Housing activities are undertaken for the purpose of providing or improving permanent residential structures which, upon completion, will be occupied by low and moderate-income households. Structures with one unit must be occupied by a low-moderate income household. Structures with three or more units must have at least 51% occupied by low-moderate income households.

### National Objective: Benefit to Low-Moderate Income Persons) CFR 24 570.208 (a)

Under this objective, ESG-assisted activities must benefit low and moderate-income persons using one of the following categories

Area Benefit Activities	Limited Clientele Activities	Housing Activities	Job Creation or Retention Activities
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Under the Area Benefit criteria, the public service must be offered to **all** residents (e.g. neighborhood facility) of an area where at least 51 percent of the residents are low/mod. The area must be clearly delineated by the grantee (CDA) and must be primarily residential.

To document qualification of public service activities under this objective the organization must:

- Maintain records of the boundaries of the service area;
- Document that the area is primarily residential (e.g. zoning map); and
- Document the income characteristics of households in the service area (i.e. Census data).

Limited Clientele activities benefit a specific targeted group of persons of which 51 percent must be low/mod. In order to meet the low/mod Limited Clientele criteria, the activity must:

- Serve at least 51 percent low/mod, as evidenced by documentation and data concerning beneficiary family size and income;

- Have income-eligibility requirements which limit the service to persons meeting the low/mod requirement, as evidenced by the administering agency's procedures, intake/application forms, income limits, and other sources of documentation;
- Serve a group primarily presumed to be low/mod such as abused children, battered spouses, elderly persons (62 years of age or older), homeless persons, illiterate adults, persons living with AIDS; or
- Be of such a nature and in a location that it may be concluded that the activity's clientele are low/mod.

## How does HUD define low-moderate income?

In order for a project or program to qualify for Emergency Shelter Grant funds, 51% of the program beneficiaries must be low income, as defined by HUD. Income limits change annually, so always be certain that you are using the most current limits.

FY 2008 Income Limits	Median Income	FY 2008 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Youngstown- Warren- Boardman OH Metro FMR Area	\$52,000	Extremely Low (30%) Income Limits	\$10,950	\$12,500	\$14,100	\$15,650	\$16,900	\$18,150	\$19,400	\$20,650
		Very Low (50%) Income Limits	\$18,250	\$20,850	\$23,450	\$26,050	\$28,150	\$30,200	\$32,300	\$34,400
		Low (80%) Income Limits	\$29,200	\$33,350	\$37,550	\$41,700	\$45,050	\$48,350	\$51,700	\$55,050

## ESG FUNDING CAPS

Public Law 101-645 of 1990 revised the limits on the amount of ESG funds that can be provided for essential services and homeless prevention activities. ***The total aggregate amount allowed may not exceed 30% for essential services and 30% for homeless prevention activities.*** These limits do not strictly apply to individual grant amounts, but are taken into account when funds are initially obligated and must be considered throughout the year if and when contracts are amended. ***Up to 10% of a subrecipient's allocation may be spent on staff costs involved with operations related to the Emergency Shelter Grant.***

## ESG GENERAL REQUIREMENTS

**If the proposed project is funded, the following requirements will apply:**

- a. Compliance with local, state, and federal requirements in regard to procurement of architect or professional services.
- b. Compliance with City of Youngstown insurance requirements. You will be required to carry general liability of at least one million (\$ 1,000,000). Under certain circumstances

you may also be additionally required to carry professional liability insurance in an amount up to one million (\$ 1,000,000). For all instances and bonding purposes, the City of Youngstown must be named the additionally insured.

- c. Organizations receiving federal assistance from the City of Youngstown are required to secure annual independent audits.
- d. Any renovation, major rehabilitation, or conversion activities must comply with local government safety and sanitation requirements of section 504 of the Rehabilitation Act of 1973, as amended, as provided in 24 CFR 8.23(a) or (b). (See Federal Register Vol. 53; No. 106: June 1988; p. 20233.)
- e. Projects requesting funding for renovation, major rehabilitation; or conversion must include plans for lead based paint abatement if the shelter facility to be rehabilitated contains this hazardous material, and/or if it was built prior to 1978.
- f. Projects requesting funding for renovation, major rehabilitation; or conversion must comply and must meet requirements set forth in regards to the environmental review process.
- g. Must meet Federal wage rates determination as well as equal opportunity requirements, if applicable.
- h. Must be in compliance with conflict of interest requirements.
- i. All agencies should meet match (1:1) requirements.
- j. All projects should be planned for a maximum of 12 months.
- k. If funded, you may be required to document that your organization pays payroll taxes, Worker's Compensation and unemployment insurance premiums.

## **ESG SPECIFIC INFORMATION and REQUIREMENTS**

- a. Applicants for the City's Year 2009/2010 Emergency Shelter Grant (ESG Program must complete the attached forms and submit them to the Community Development Agency, 9 West Front Street, Youngstown, Ohio 44503. The application must be complete in all respects including requested attachments.
- b. Applications selected for funding may receive less than the requested amount depending on the number of applications approved and available funds. Funding is not guaranteed to any agency or project. The Continuum of Care will assist CDA with the selection process
- c. Notice of award is expected in May following City Council approval of the annual budget.
- d. Term of agreement – Agreements awarded in response to this RFP will be for the term of 12 months commencing no sooner than July 1, 2009 and ending no later than June 30, 2010. The City of Youngstown will not extend any ESG agreements past the June 2010 contact deadline.

## **Eligible Applicants**

Non-Profit agencies are eligible to apply for ESG funds. All agencies must, however, have the authority to submit the applications and to carry out the proposed project/activity pursuant to its charter and by-laws.

## **Homeless Management Information System (HMIS)**

All agencies receiving ESG funding from the City of Youngstown are required to participate in the local Homeless Management Information System in accordance with HUD guidelines. HMIS

is a linked database that helps participating agencies coordinate services while avoiding duplication. The system provides community-wide data on homelessness, as well as reporting information and measurements of success for individual agencies.

## **Mahoning County Homeless Continuum of Care**

All agencies receiving ESG funding must be involved with the Mahoning County Homeless Continuum of Care at a level of participation that this group has established as an appropriate standard. Funds requested in this application must be specifically recommended in the *ESG Funding Recommendations* submitted by the local Continuum of Care governing body. CDA, however, will make final funding decisions.

## **Matching Funds – 24 CFR 576.51**

All projects are required to provide 1:1 matching funds for every ESG dollar spent. Matching funds may come from cash, in-kind services or donations, or a combination of cash and in-kind sources. In calculating the amount of matching funds, time contributed by volunteers can be determined at the rate of \$10 per hour. Funds used to match a previous ESG grant may not be used to match a subsequent grant under this part.

## **Funding, Reporting Requirements and General Regulatory Compliance**

Project funding may be available as early as July 2009 or as late as September 2009. Projects do not receive advance funds, and agencies that commit or expend funds prior to July 1, 2009, and/or prior to the execution of their agreement with the City of Youngstown, will not be reimbursed for those expenses.

Quarterly and annual reports are required for all projects. Additional reporting and/or information may be required depending on the scope of the project. Specific reporting requirements will be outlined in your agreement with the City should your agency receive funding.

All projects must comply with the federal regulations applicable to individual activities. These regulations may include, but are not limited to: Environmental review, federal procurement standards, Fair Housing and Equal Opportunity regulations, lead-based paint regulations, and federal fiscal/audit standards. Projects are monitored through technical assistance, site visits, desk monitoring, and formal file reviews.

The activity must be eligible and meet program requirements with regard to the operation of a facility or provision of supportive services under the ESG program. Any facility that assists the homeless with comprehensive assistance must be safe and sanitary and comply with State and as well as the local jurisdiction's requirements regarding condition of structure and operation of a facility.

Proposed costs of the activity must be necessary and reasonable and otherwise conform to the requirements of OMB Circular A-87, "Cost Principles for State and Local Governments, or OMB Circular A-122, "Cost Principles for Non-Profit Organizations, as applicable.

Regulations specifically related to the ESG program can be found at [www.gpoaccess.gov/cfr](http://www.gpoaccess.gov/cfr) under 24 CFR Part 576.

**Section II – ESG REQUEST FOR PROPOSAL GENERAL INFORMATION: Project Eligibility, Eligible Activities, Funding Restrictions, Ineligible Activities, and Definitions.**

**A. PROJECT ELIGIBILITY**

To be eligible for ESG funding, a project must provide emergency shelter and/or essential services to the homeless or address homeless prevention. ESG funds may be used for essential services and staff salaries necessary to carry out those services, rental/utility assistance to prevent homelessness, payment of maintenance, operation (including limited staff costs), rent, repair, security, fuel, equipment, insurance, utilities, and furnishings. Renovation, Rehabilitation, and Conversion will also be considered.

**B. ELIGIBLE ACTIVITIES:**

**1. ESSENTIAL SERVICES - 24 CFR 576.21(a) (2)**

ESG funds can be used to provide services to address the needs of homeless persons living on the street, in an emergency shelter, or in transitional housing. Essential services can address the immediate needs of the homeless and can enable homeless persons to become more independent and to secure permanent housing.

**Eligible Essential Services include:**

1. Employment counseling;
2. Assistance in obtaining permanent housing;
3. Medical and psychological counseling and supervision;
4. Nutritional counseling;
5. Substance Abuse treatment and counseling;
6. Assistance in obtaining other Federal, State, and local assistance, including mental health assistance such as supplemental income benefits, TANF, or food stamps;
7. Other services such as child care, transportation, job training and placement; and
8. Staff salaries necessary to provide the above services.

**Restrictions in Use of ESG Essential Services Funding:**

- Grant amounts awarded may be used to provide the essential service only if the service is a NEW service, or is a quantifiable increase in the level of an existing service
- Not more than 30% of the jurisdiction’s total ESG allocation can be used for essential services

**Ineligible Essential Service Activities:**

- Existing services and staff (services must be new or provided to more persons)
- Salary of a case management supervisor when not working directly with participant issues
- Advocacy, planning and organizational capacity building
- Staff recruitment and training
- Transportation costs not directly associated with service delivery

## **2. HOMELESS PREVENTION - 24 CFR 576.21 (a) (4)**

Are designed to prevent homelessness such as financial assistance to families, which may include the following:

### **Eligible Homeless Prevention Activities Include:**

- Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices;
- Security deposits for first month's rent to permit a family to move into their own residential unit;
- Mediation programs for landlord-tenant disputes;
- Legal services programs for the representation of indigent tenants in eviction proceedings;
- Payments to prevent foreclosure on a home; and
- Other innovative programs and activities designed to prevent the incidence of homelessness.

### **Restrictions in Use of ESG Homeless Prevention Funding:**

- Homeless Prevention activities are subject to a statutory limitation of 30% of aggregate grant to the jurisdiction.
- Grant funds may be used under this activity to assist families that have received eviction notices or notices of termination of utility services *only if the following conditions are met:*

42 U.S.C. 11374(a)

1. The inability of the family to make the required payments is due to a sudden reduction in income;
2. The assistance is necessary to avoid the eviction or termination of services
3. There is reasonable prospect that the family will be able to resume payments within a reasonable period of time; and
4. The assistance will not supplant funding for pre-existing homelessness prevention activities from other sources.

### **Ineligible Homeless Prevention Activities Include:**

- Housing /services to homeless persons
- Direct payments to individuals
- Long-term assistance beyond six months
- Application for Federal Funds or Un-programmed funds

## **3. OPERATIONS AND MAINTENANCE COSTS – 24 CFR 576.21 (a) (3)**

Expenses incurred by a subrecipient that cover a broad array of emergency shelter and transitional housing operating costs.

### **Eligible Operations and Maintenance Activities are:**

- Maintenance, rent, repair, security, fuel, equipment, utilities, and furnishings.

## Restrictions in Use of ESG Funds for Operations and Maintenance:

- Not more than 10% of the grant amount may be used for staff costs.

## Ineligible Operations and Maintenance Activities Include:

- Recruitment or staff training
- Depreciation
- Costs associated with the organization rather than the supportive housing project (e.g. advertisements, pamphlets about the organization, surveys, etc.), public relations or fund raising
- Bad debts or late fees
- Mortgage payments

### **4. RENOVATION/REHABILITATION/CONVERSION – 24 CFR 576.21 (a) (1)**

Uses are designed to address three (3) levels of improvement to emergency shelters and transitional housing for the homeless.

## Eligible Renovation/Rehabilitation/Conversion Activities are:

Renovation, which means rehabilitation that, involves costs of 75 percent or less of the value of the building before rehabilitation. Renovations must meet local government safety and sanitary standards. In addition, for projects of 15 or more units where rehabilitation costs are less than 75 percent of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23 (b) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Major Rehabilitation, which means rehabilitation that involves costs in excess of 75 percent of the value of the building before rehabilitation. Major rehabilitation must meet local government safety and sanitation standards. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23 (a) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

Rehabilitation, which means labor, materials, tools, and other costs of improving buildings, including repair directed toward an accumulation of deferred maintenance; replacement of principal fixtures and components of existing buildings; installation of security devices; and improvement through alterations or incidental additions to, or enhancement of, existing buildings, including improvements to increase the efficient use of energy in buildings, and structural changes necessary to make the structure accessible for persons with physical handicaps. Rehabilitation also includes the conversion of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs do not exceed 75 percent of the value of the building before conversion. Rehabilitation must meet local government safety and sanitation standards. In addition, for projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the accessibility requirements of the Americans With Disabilities Act of 1991, or where rehabilitation costs are less than 75 percent of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(b) concerning accessibility requirements of the Americans With Disabilities Act of 1991.

Conversion, which means a change in the use of a building to an emergency shelter for the homeless, where the cost of conversion and any rehabilitation costs exceed 75 percent of the value of the building before conversion. If such costs do not exceed 75 percent of the value of the building before conversion, they are to be considered rehabilitation and the three-year use requirement applies. The conversion of any building to an emergency shelter must meet local government safety and sanitation standards. For projects of 15 or more units where rehabilitation costs are 75 percent or more of the replacement cost of the building, that project must meet the requirements of 24 CFR 8.23(a) concerning accessibility requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

## **Restrictions in Use of ESG Renovation, Rehabilitation, and Conversion Funding:**

The statute and regulation require certain continued use for shelters receiving ESG funds for improvement based upon the amount of improvement.

Certifications of Use of Assistance at 42 U.S.C. 11375 © shall apply. The Subrecipients will certify and abide by the following restrictions and guidelines:

1. Any renovation carried out with assistance under this subtitle shall be sufficient to ensure that the building involved is safe and sanitary.
2. Major rehabilitation and conversion are defined as the costs of improvement that are more than 75% of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least 10 years.
3. Renovation is defined as the costs of improvements that are less than 75% of the value of the building before rehabilitation. A shelter receiving this level of improvement must be used as a shelter for at least three (3) years.

**Please see regulations regarding lead-based paint requirements at [www.hud.gov](http://www.hud.gov).**

## **Ineligible Renovation, Rehabilitation, and Conversion Activities:**

- Acquisition of real property
- New construction
- Property clearance for demolition
- Rehabilitation administration
- Staff training or fund raising activities associated with rehabilitation
- Building maintenance and repair

### **HUD/ESG DEFINITIONS:**

1. Emergency Shelter means any facility, the primary purpose of which is to provide temporary or transitional shelter for the homeless in general or specific populations of the homeless.
2. Transitional Shelter means any facility or program, the primary purpose of which is to provide temporary housing (not to exceed 24 months) with supportive services used to facilitate the movement of homeless individuals and/or families to permanent housing. The supportive services may be provided by the organization managing the housing, or coordinated by them and provided by other public or private agencies.

3. Homeless describes a situation in which an individual or family lacks a fixed, regular, and adequate nighttime residence, and includes those who reside in one of the places outlined below:
- In places not meant for human habitation, such as cars, parks, sidewalks, and abandoned buildings; or
  - In an emergency shelter; or
  - In transitional or supportive housing (for homeless persons who originally came from the streets or emergency shelter); or
  - Is being evicted from a private dwelling within a week and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing without assistance; or
  - Is being discharged within a week from an institution in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the individual lacks the resources and support networks needed to obtain adequate housing.
4. Project : The project is described in the name of your service, e.g. Cold Weather Emergency Shelter Project , A House of Blessing, or Sojourner House Domestic Violence Services, etc.

**Important note:**

A separate application must be submitted for each project for which your agency wishes to apply, e.g., if your agency submits an application requesting funding for the Cold Weather Emergency Shelter Project, **a separate application must be submitted if the agency also requests funding for its Transitional Housing Project.**

- 5 . Activity : Shelters and service providers us ESG funding for four (4) main categories of eligible activities, which are:
- a. Essential Services
  - b. Operating expenses
  - c. Homeless prevention activities
  - d. Renovation, rehabilitation, or conversion of buildings into homeless shelters

**Important note:**

A separate application must be submitted for each category of funding (activity) for which your agency wishes to apply, e.g., if your agency submits an application requesting funding for an “essential service” activity, **a separate application must be submitted if the agency also requests funding for an eligible “operating expense” activity.**

## **Section III: APPLICATION SUBMISSION REQUIREMENTS**

### **Submission Deadline**

Applications must be received by the Community Development Agency no later than 2:00 pm on Friday March 27, 2009. Applications received after the deadline will not be accepted or considered (no exceptions). **Applications submitted via fax or electronic mail will not be accepted.**

Submission Instructions:

1. Submit one originally signed application and three (3) copies for each project. The original must include all supporting documentation. Copies must be clearly marked “copy” of the first page.
2. Please hold the application together with a single staple, paper clip, or binder clip. Do not spiral bind, enclose in a two or three hole-punched binder, utilize index dividers, or staple individual sections of the application.
3. The application must be typed or computer generated. Hand written applications will not be accepted. Use only 11 point or larger font with black ink.
4. Applications must indicate a response to all questions and include all information that is requested. Maps, supporting data, and other pertinent documentation should be included when relevant.
5. For hand delivery, courier, Federal Express, or U.S. mail submission, the applicant is responsible to make sure application is received on time.

Submit application (originals and copies) in a sealed envelope or envelopes addressed to:

Sherry Moore  
Community Development Agency  
City Hall Annex, 2<sup>nd</sup> Floor Room 229  
9 West Front Street  
Youngtown, OH 44503

**NOTE: PROPOSALS RECEIVED AFTER THE DUE TIME AND DATE WILL NOT BE CONSIDERED (NO EXCEPTIONS).** Any questions about the proposal process and required information or requests for assistance, unless otherwise noted, should be directed to Beverly L. Hosey at 330.744.0854 extension 127.

**Section IV: APPLICATION SELECTION and SCORING PROCESS**

The CDA application review committee will screen all applications for compliance with requirements and for determination of project eligibility. Late applications will not be considered, but will be returned to the applicant. Ineligible (make certain that your project involves eligible ESG activities) and incomplete applications will also be returned to the applicants

## **SCORING/EVALUATING CRITERIA**

A scoring/evaluation committee [ CDA staff and assigned members from the Mahoning County Homeless Continuum of Care] will use the following criteria and assign appropriate points from each category when evaluating and scoring each application.

1. **SERVES HIGH PRIORITY NEEDS OBJECTIVES IDENTIFIED IN YEAR 2005 – 2009 CONSOLIDATED PLAN** – Twenty (20) points will be awarded based on the extent to which the project addresses at least one of the five (5) objectives outlined in The City of Youngstown Consolidated Plan under Priority Need - Homeless Assistance, (“provide assistance to agencies providing homeless care, prevention, and assistance throughout Youngstown and support the Continuum of Care network”). The objectives of the City are to:

Objective 1 – Support healthcare to the homeless population through the Health Department.

Objective 2 – Support the shelters in the city, including day shelters, youth shelters, shelters serving victims of domestic violence, and shelters serving homeless with substance abuse problems.

Objective 3 – Support programs that assist the homeless population with locating appropriate shelter.

Objective 4 – Support organizations that offer transitional housing.

Objective 5 – Support completion of the GAPS analysis.

2. **LEVERAGING & QUALITY OF PROGRAM DESIGN** – Twenty (20) points will be awarded based on the financial feasibility of the project and the extent to which other funds and volunteer time has been committed to the proposed activity. Sources may include: financial commitment of your agency, volunteers, other grant monies, private resources and donations, etc. Applicant should provide documentation showing evidence to the extent and firmness of commitments. Is the expenditure per unit of service reasonable and cost effective? Applicant must include a program schedule and performance benchmarks for the contract period.
3. **NEED for the SERVICE and STATEMENT of WORK** – Thirty (30) will be awarded if the applicant presents adequate information that demonstrates the need for the proposed service? Does the statement or work/work plan explain the details of the service activities and present program goals?
4. **ORGANIZATIONAL CAPABILITY & RELEVANT EXPERIENCE of the APPLICANT**– Thirty (30) points will be awarded based on the applicant’s ability to develop and carry out the proposed project in a reasonable time and successful manner. Evidence demonstrating previous experience of the applicant and key staff of the organization in relevant activities will be considered. The applicant must identify the key staff, which will be responsible for implementing the program and describe their qualifications. Agencies’ past performance with City funds will be considered.

5. FINANCIAL CAPABILITY AND EXPERIENCE – Thirty (30) points will be awarded based on the applicant’s capacity to handle financial resources and follow procedures for effective financial control. Did the applicant organization provide evidence that demonstrates direct experience with the proposed project? Does key staff appear to have the experience needed to execute this project? A description of the financial control system and supporting documentation, including a copy of your most recent audit or financial statements should be submitted.

**TOTAL POSSIBLE POINTS: 130**

**MINIMUM SCORE NEEDED TO BE CONSIDERED FOR FUNDING: 90**