



**REQUEST FOR PROPOSAL
2010 Rapid Re-Housing Grant**

The City of Camden is pleased to announce that proposals will be accepted from eligible organizations interested in providing **services to assist people at risk of homelessness and without permanent shelter in City of Camden**. A Community Review Process administered by CPAC: The Community Planning & Advocacy Council will evaluate proposals and make recommendations through CPAC's Board of Trustees to the **City of Camden, Department of Health and Human Services**.

Amount Available: \$318,333.00

**Pre Bid Meeting:
Optional**

**Date:
Time:**

Monday May 3, 2010

10:00 a.m.

Technical Assistance after this date must be submitted to CPAC in writing. Responses will be in writing and Provided to the organization requesting technical assistance as well as all organizations who attended the Pre-Bid Meeting and those who picked up an RFP.

Location:

**CPAC Conference Room A
Cooper River Square
6991 North Park Drive
East Building, 3rd Floor
Pennsauken, N. J. 08109-4212**

Deadline for Proposals:

**Date:
Time:**

Thursday, May 20, 2010

5:00 p.m.

No changes, additions or omissions will be permitted after this date.

Location:

**CPAC
Cooper River Square
6991 North Park Drive
East Building, 3rd Floor
Pennsauken, N. J. 08109-4212**

BACKGROUND INFORMATION:

The Homeless Prevention and Rapid Re-Housing Program is funded through the American Recovery and Reinvestment Act of 2009. The program authorizes the Secretary of the United States Department of Housing and Urban Development (HUD) to make grants available to units of local government for various services to meet the needs of people at risk of homelessness. The program is intended to restrict the increase of homelessness through the funding of preventive programs and activities.

While Federal regulations allow these funds to be used for a variety of activities, the City of Camden has opted to concentrate funding to direct financial assistance to persons at risk for rental assistance, utility payments and case management services, focusing these resources to the area where they could have the greatest impact.

TARGET POPULATION:

City of Camden Rapid Re-Housing Grant Program funds are for individuals or families who are at risk of losing a fixed, regular, and adequate night-time residence or an individual or family who has a primary night-time residence that is: 1) a supervised publicly or privately operated shelter designed to provide temporary living accommodations; 2) an institution that provides a temporary residence for individuals at risk of being homeless; or 3) a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, and are identified to need Rapid Re-Housing services. The individual or families receiving funding under these funds must be a resident(s) of the City of Camden for no less than thirty (30) days. The term does not include any individual imprisoned or otherwise detained pursuant to an Act of the Congress or State law.

ANTICIPATED IMPACT:

Projects provided under this funding must clearly demonstrate how these services will support and work with the infrastructure of the existing programs for families/individuals that are homeless and/or at imminent risk of homelessness. Its outcomes should be to reduce homelessness or the risk of becoming homeless.

ELIGIBLE SERVICES: Amount Available-\$318,333.00****

Please Note: For the source of the definitions of the following services, see the documents: Housing and Urban Development's (HUD) notice on the HPRP program and the definitions page provided by the City of Camden (both available at www.cpachvi.org).

Services that are eligible for funding under this RFP include:

1) Motel and hotel vouchers – Vouchers can be made available up to 30 days if clients are awaiting permanent placement (HUD p 13).

2) Follow up Case Management - used for follow up case management activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants to obtain housing stability. Services may include working with the City of Camden to assure that follow up has been done with recipients of Rapid Re-Housing funding regarding: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring that program participants' rights are protected; and developing an individualized housing and service plan, including a path to permanent housing stability subsequent to HPRP financial assistance. (HUD p 17)

3) Legal services- used for legal services to help people stay in their homes, such as services or activities provided by a lawyer or other person(s) under the supervision of a lawyer to assist program participants with legal advice and representation in administrative or court proceedings related to tenant/landlord matters or housing issues. Legal services related to mortgages are not eligible. (HUD p 17)

4) Credit repair- used for services that are targeted to assist program participants with critical skills related to household budgeting, money management, accessing a free personal credit report, and resolving personal credit issues. (HUD p 17)

5) Employment/financial counseling – used for services related to assisting program participants with obtaining employment and financial counseling to assist them in creating household budgets based on their employment situation. (As defined by the City of Camden)

Limitations on administrative costs: No more than 5 percent of the total HPRP grant to the grantee may be spent on administrative costs, whether by the grantee or sub grantee(s). In addition, all administrative costs must be incurred, and all funds for administrative costs must be drawn down from IDIS (defined in section V.B.), prior to the 3-year expenditure deadline (described in section V.A.2).

CONDITIONS OF OPERATION:

- No supplanting.
- **Time frame for expenditures: One (1) year. Period of time starting July 1, 2010 and ending June 30, 2011. There will be an option to extend services an additional six (6) months.** Any non expended funds will be de-obligated by the City of Camden and redirected to other eligible projects.

MATCH REQUIREMENT: No match requirement is needed.

ELIGIBLE APPLICANTS:

In order to be considered for funding, an applicant must be a non-profit 501 (c) (3) agency or a public agency (municipal, county, or state). A copy of the IRS letter, or a statement that the applicant is a public agency, must be attached to the proposal.

HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) AND OTHER REQUIREMENTS

All agencies receiving HUD funds must be a participant in HMIS. This system is a county, state and national system to tabulate the homeless population and the services provided to them. Agencies must budget \$ 750.00 per year which is transferred to the NJ Housing Mortgage Finance Agency (HMFA), which coordinates the New Jersey HMIS effort.

Any agency receiving these funds that does not enter the appropriate data in the HMIS System **will not** be reimbursed for services.

To be eligible for consideration, agencies must have received a minimum compliance rating of 75% or above from the Management Assistance Program (MAP) administered by CPAC. Agencies wishing to apply for **2010 City of Camden Rapid ReHousing Grant Funds** whom have not participated in MAP should submit a Notice of Intent to Apply for form (Attachment I) no later than **Monday, May 3, 2010 at 5pm** and schedule a MAP evaluation in time for the Review Committee to be able to consider the results of the evaluation as part of the review process. All MAP documentation must be submitted to CPAC by **Wednesday May 12, at 5pm**. The results of the MAP review will be considered by the Review Committee as one factor among many in recommending allocations

Those agencies recommended for funding must have an accounting system and conduct an annual audit in accordance with requirements set forth in **Attachment B. One (1) copy of your most recent audit must be included with proposal submittal or be on file at CPAC:** The Community Planning and Advocacy Council, Cooper River Square 6991 North Park Drive, East Building, 3rd Floor, Pennsauken, New Jersey.

Applicants must practice non-discrimination; applicants must comply with all requirements of New Jersey Law 1975, Chapter 127 regarding affirmative action. **(Attachment C)**. When submitting proposal please complete and sign the attached Affirmative Action Questionnaire **(Attachment D)**.

If a non-profit organization, the applicant must have a volunteer governing body such as a Board of Trustees or Directors. A copy of governing body roster must be attached to proposal, listing members and their affiliations.

The aforementioned requirements, and contracting restrictions, should be taken into account when making the application.

All applications must include the Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction form **(Attachment E)**.

PREPARATION OF PROPOSAL:

- Use the Application Summary (**Attachment A**) to ensure that your proposal is complete. When submitting proposal please attach this completed summary, followed by the Funding Proposal Cover Sheet (Attachment A-1) to the front of each copy of proposal.
- Pages must be numbered sequentially.
- Proposals must be type written. Size of font/print must be 12.
- One original and seven (7) copies of the proposal must be submitted.
- One original and seven (7) copies of the **typewritten** Program Profile must be included with your proposal. (Do not staple the Program Profile to your proposal.)

PROPOSALS WHICH DO NOT CONFORM TO THE PROPOSAL FORMAT OR ARE INCOMPLETE MAY NOT BE SUBMITTED TO THE REVIEW COMMITTEE.

Proposals **must** be submitted in the following format and should contain only the information requested:

Abstract/Executive Summary (limit: 2 pages)

It is the applicants responsibility to review and be familiar with the HPRP Notice Docket # FR-5307-N-01 in regards to these funds. The Program Narrative and proposed services must adhere to all beneficiary, HMIS and County requirements. (see www.hudhre.info)

Provide a summary, in accordance with the HPRP Notice, of application, which includes the following:

- a) Problem area to be addressed.
- b) Target population and geographic area to be served.
- c) Brief overview of the service.
- d) Intended effect of service on the problem and customer.
- e) Total program cost and amounts being requested by this funding source.
- f) Definition of a unit of service, including cost per unit of service, and how many units of service will be provided with these resources.
- g) Any limitations, restrictions, or priorities on the services delivered with these resources.
- h) Any unique capabilities (multi-lingual, special reading programs, etc.).

I. BACKGROUND PROGRAM AND STRUCTURE (Value of 40 points)

A. Statement of the Problem (limit: 2 pages)

A statement of the problem describes the condition of the people that require improvement.

- 1) Describe the specific nature of the problem.
- 2) Describe who is experiencing the problem.
- 3) Describe where the people who are experiencing the problem live.
- 4) Provide relevant information/data, which indicates that there is a problem. (NOTE: The source of any documentation, data, or statistics MUST be documented).

B. Services (limit: 3 pages)

Services are staff related activities or resources which together perform a single function for clients and are directed at meeting an objective. Services should relate logically and directly to the outcome objectives and therefore, to the goals and problem statement as well. This section of the proposal should show the flow of logic that providing the specified services will generate the desired outcome.

- 1) Describe the service in detail. Include who will be served, number of customers served daily/weekly/annually, intake criteria, length of stay requirements, termination criteria, program participation requirements, etc.
- 2) Describe the philosophical theory on which the program is based. (Which describes why the program should work)
- 3) Detail who will be providing the service and the staffing requirements.
- 4) Where in the City of Camden will the service be provided.
- 5) When will the service be provided, the hours and days that each service will be available to clients, including how emergencies are handled; for example, closure policies, crisis, after-hour contacts, etc.
- 6) Describe the process and timeframe you will utilize to operationalize this program.
- 7) Indicate those services that will require a subcontract and what organization will provide these sources (if known).
- 8) Describe fees for service (if any), sliding fee schedules and process to waiver fees, as necessary.
- 9) Provide a description of transportation options for clients in obtaining service.
- 10) Provide a description of handicapped accessibility accommodations. Location should meet basic safety standards and ADA guidelines.

C. Outreach (limit: 1 page)

1. Describe how you will recruit people for the program (publication, referral resources, etc.).

2. Describe how the affiliation agreements are developed and/or established with other community vendors.

D. Staff Organization (limit: 2 pages)

Describe the staffing configuration of the program, the number of staff needed, and the necessary qualifications to perform their duties. Attach a copy of an organizational chart and job descriptions for the program.

E. Statement of Organizational Capability (limit: 2 pages)

1. Describe the organization's experience in serving the targeted population group.
2. Provide list of current programs managed by your organization and the funding sources.
3. Attach a copy of the agency's mission statement and a brief statement of the agency's history.
4. State whether the proposed service has been previously provided by the agency and the agency's experience in providing the service.
5. Provide a copy of the Applicant's code of ethics and/or conflict of interest policy.

II. GOALS, OBJECTIVES AND EVALUATION (Value: 30 points)

A. Goals (limit: 2 pages)

Goals are general statements of ultimate ends. The Program Goals summarize the ultimate impact on the problem. Goals should clearly relate to the problem and lend themselves to objective measurements.

1. Detail the goals of the program.
2. Describe the measurable effects the program will have on the problem.

B. Outcome Objectives (limit: 2 pages)

An outcome objective is a problem related, attainable, and measurable statement of a program's intended effects on client knowledge, skills, attitudes, behavior or condition. Outcome objectives make clear why the program exists.

- 1) Describe the effect the program will have on clients. (State the outcome objectives).
- 2) How much and when change is expected?
- 3) Explain how/why program design is expected to result in stated outcomes.

C. Evaluation (limit: 2 pages)

The purpose of evaluation is to document measurable achievements in meeting desired client impact, showing that a program is doing what it said it would be doing.

- 1) List the indicators which will be measured to determine if outcome objectives are being met and rationale for selecting these indicators.
- 2) Describe the tools and internal processes to measure and monitor client change as a result of having received services.
- 3) If application will enhance an existing program, provide prior evaluation results.
- 4) Describe how evaluation information is used to improve program services and customer success.

III. BUDGET/BUDGET NARRATIVE (Value: 30 points)

1. Complete the attached Program Budget Summary Form (Attachment F).
2. State what percent of the agency's total budget the proposed program represents.
3. Attach a separate schedule detailing personnel cost. List job titles with number of positions, a brief summary of job responsibilities, the salary and fringe benefits for each position, number of positions and number of full-time equivalents for each. Total of detailed salaries should equal the total for this item on the budget form.
4. Define a unit of service and the cost of a unit of service.
5. Indicate sources of income and specify whether they are projected or confirmed. Note assumptions upon which you have based any client-generated income and for third party reimbursement.
6. In the event that less money is available than your original request from this funding source, **indicate at what level of funding would you be unable to implement this program.**

TERMS OF APPLICATION:

Receipt, Opening and Withdrawal of Proposals:

CPAC reserves the right to grant additional time to applicants to provide the details of administrative requirements heretofore provided for in the bid specification. Such requirements can in no way affect the price or cost of the proposal by said applicant.

One original Proposal and seven copies, one Program Profile and seven copies along with two copies of the agency's most recent audit (if audit is not already on file at CPAC) must be delivered in sealed packages to **CPAC, Cooper River Square, 6991 North Park Drive, East Building, 3rd Floor, Pennsauken, New Jersey**, no later than **5:00 p.m., Thursday May 20,2010** It is recommended that proposals be hand-delivered to CPAC, at which time a date/time stamped receipt will be given. CPAC assumes no responsibility for delays in any form of courier, mail or delivery service causing the proposal to be received at CPAC later than the due date and time.

Any proposal may be withdrawn prior to the time for the opening of proposals or the authorized postponement thereof. Any proposal received after the scheduled opening time will not be considered. No applicant may withdraw an application within sixty (60) days after the actual date of the opening thereof.

"The City of Camden reserves the right to reject any and all proposals when circumstances indicate that it is in its best interest to do so." The City of Camden best interests in this context, include, but are not limited to, loss of funding, inability of the applicant to provide adequate services, indication of misrepresentation of information

and/or non-compliance with State and Federal laws and regulations, any existing **City of Camden** contracts, and procedures set forth in this policy circular.

Addenda and Interpretations:

No oral interpretation of the meaning of the Specifications or other Contract Documents included in this RFP will be made to any applicant. Every request for an interpretation will be in writing, addressed to CPAC's representative stipulated in this RFP. In order to be given consideration, written requests for interpretation must be received at least ten (10) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications, and will be mailed or faxed to all prospective applicants, not later than five (5) days prior to the date fixed for the opening of bids. Failure of any applicant to receive any such addendum or interpretation does not relieve an applicant from any obligation under his proposal submittal. All addenda issued will become part of the contract documents.

The **City of Camden** may, at its discretion, modify the contents or requirements of this Request for Proposal at any time prior to the expiration of the RFP period for purpose of further clarification or additional information. Any such changes/modifications will be provided to all bidders, and sufficient time will be given to allow for appropriate response.

Obligation of Applicant:

Each agency will deliver its proposal to CPAC no later than **5:00 p.m., Thursday May 20, 2010**. At the time of the opening of proposals, each bidder will be presumed to have read and to be thoroughly familiar with these specifications and contract documents (including Addenda). The failure or omission of any applicant to receive or examine any form, instrument or document, in no way, relieves the applicant from any obligation in respect to its proposal.

NOTE: Should any conditions of your proposal be changed (e.g. change in level of service, unit costs, etc.) as a result of the allocations process, the applicant will be required to submit a revised Abstract/Executive Summary within three (3) working days of notification.

Review Process:

A Review Committee of CPAC will review proposals according to the criteria outlined in this RFP using the **Evaluation Instrument Worksheet** as a basis for allocation recommendations. Any incomplete proposal may be rejected by the Review Committee. The final decision on funding will be made by the **City of Camden**.

The recommendations of the Review Committee are forwarded to the Department of Development and Planning and the Department of Health and Human Services will perform an administrative review. The Administrative Review will produce a list of

proposals to be recommended for funding. The proposed funding list will be presented to the Mayor for final approval. Each applicant will be notified by mail, electronic mail (email), fax and/or telephone to inform them of the review results. If initial contact was made by telephone, a letter will follow. Agencies are alerted that the amount of funding may be less. Comments of the Review Committee regarding the application are available to applicants upon request.

Indemnity:

By the submission of a proposal, the applicant agency acknowledges that CPAC: The Community Planning & Advocacy Council will review its proposal and make recommendations to the **City of Camden**. The Agreement to Indemnification (**Attachment H**) must be signed and returned with your application.

TERMS OF CONTRACT:

The City of Camden may make such investigation, as it deems necessary to determine the ability of the applicant to perform the work. The applicant shall furnish to the City of Camden all such information and data for this purpose as the City of Camden may request. The City of Camden reserves the right to reject any proposal if the evidence submitted by, or investigation of such applicant, fails to satisfy the City of Camden that such bidder is properly qualified to carry out the obligations of the Contract and to complete the work contemplated herein.

The contents of the proposal submitted by the successful organization and this Request for Proposal may become part of the agreement for these services. The successful organization will be expected to sign said agreement with the City of Camden

Insurance Requirements:

The following insurance requirements for contractual agreements between providers and the City of Camden shall apply:

Worker's Compensation and Employer's Liability Insurance shall be maintained in force during the life of this Contract by the applicant covering all employees engaged in performance of this contract in accordance with the applicable statute.

General Liability Insurance with limits of not less than \$1,000,000 any one person and \$1,000,000 any one accident for bodily injury and \$1,000,000 aggregate for property damage, shall be maintained in force during the life of this contract by the bidders. The policy shall include applicant's Protective Liability Insurance (also know as Contingent Liability Insurance) with the same limits.

The City of Camden shall be named as Additional Named Insured on this Policy.

Certificates of this Required Insurance as listed above shall be submitted to the City of Camden as evidence covering Comprehensive General Liability, Comprehensive Automobile Liability, and where applicable, necessary Workmen's Compensation and

Employer's Liability Insurance. Such coverage shall be with acceptable insurance companies operating on an admitted basis in the State of New Jersey and shall carry a financial rating of "A" or better.

Cancellation:

The Certificates required by Paragraph 8.2 shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior written notice has been given to the City of Camden.

Prevailing Wage Act:

Pursuant to N.J.S.A 34:11-56.25 e.g. seq., successful applicants on projects for public works shall adhere to all requirements of the NJ Prevailing Wage Act.

Indemnity:

The successful applicant will indemnify and hold harmless the City of Camden from all claims, suits or actions and damages or cost of every name and description to which the City of Camden may be subjected or put by reason of injury to the person or property of another, or the property of the City of Camden, resulting from negligence, carelessness or accident on the part of the applicant, his servants or subcontractors, in the delivery of materials and supplies or in the performance of the work under this agreement.

The City of Camden reserves the right to reject any or all proposals in the best interest of the City of Camden and reserves the right to waive any defect or informality in any proposal should it be in the best interest of the City of Camden.

Award:

Upon award of the contract, appropriate documents shall be forwarded to the successful applicant. The return of the executed contracts within thirty (30) days is an element essential to the RFP. At the expiration of such time the City of Camden may elect to award the proposal to the second applicant.

Acceptance letters shall indicate:

- a) that the award is contingent on Contract negotiation and that if, at anytime before or during the Contract negotiations, it is found that the agency awarded the Contract is incapable of providing the necessary services or has misrepresented any material fact or its ability to handle the funding or provide the solicited service, the award may be rescinded. The reason shall be made in writing, specifying why the award has been withdrawn.
- b) that the Contract is not binding until funding has been verified and the City of Camden and the Contract confirmation letter are signed by both parties.

Termination of Contract:

Either party may terminate the award contract for any reason upon thirty (30) days written notice to the other party. The City of Camden shall only be responsible for payment up to the effective date of termination.

Availability of Funds

The City of Camden is subject to N.J.S.A. 40A:11-15, this contract shall be subject to the availability and appropriation of sufficient funds annually.

2010 City of Camden Re-Housing Grant Funds
ATTACHMENTS

- A. Application Summary
 - A1. Funding Proposal Cover Sheet
- B. Audit Requirements
 - B1. Lead Based Paint Regulations
 - B2. New Lead-Based Paint Regulations and Guidance
- C. P.L. 1975, C. 127 (N.J.A.C. 17:27) - Mandatory Affirmative Action Language
- D. Affirmative Action Questionnaire
- E. Certification Regarding the Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions
 - F1. Program Budget Summary
 - F2. Contract Expense Summary
 - F3. Personnel
 - F4. Other than Personnel (i.e. equipment)
 - F5. Revenue
- G. Proposal Review Process – Flowchart
- H. Agreement to Indemnification
- I. Notice of Intent to Apply for **2010 City of Camden Rapid Re-Housing Grant Funds**

**2010 City of Camden Rapid Re-Housing Grant Funds
Application Summary**

Applying Agency _____

Contact Person _____ Phone # _____ FAX _____
EMAIL _____

Chief Executive Officer _____ Phone # _____ FAX _____

Program Name _____

The following items are required and must be returned with your submittal to comply with this Request for Proposal (RFP):

**For agencies that have submitted an Annual Completeness Package please provide:
One original and seven (7) copies of your Program Proposal Narrative to include:**

- _____ Application Summary
- _____ Funding Proposal Cover Sheet
- _____ Abstract
- _____ Statement of the Problem
- _____ Services
- _____ Outreach
- _____ Staff Organization
- _____ Statement of Organizational Capability
- _____ Goals
- _____ Outcome Objectives
- _____ Evaluation
- _____ Budget/Budget Narrative (including forms)
- _____ Copy of Completeness Package Receipt

**One original and seven copies of your Program Profile
(Do not staple Program Profile to proposal).**

For agencies that HAVE NOT submitted an annual Completeness Package please submit all of the above plus the following:

- _____ Two copies of most recent Annual Audit (**Audit can not be dated back no later than [2] years previous**).
- _____ Documentation of Incorporation and/or IRS 501(c)(3)
- _____ Affirmative Action Questionnaire
- _____ Debarment Certification Form
- _____ Agreement to Indemnification
- _____ Board Member Roster
- _____ Current Agency Consolidated Budget

2010 City of Camden Rapid Re-Housing Grant Funds
Funding Proposal
Cover Sheet

Proposal Summary Information

Incorporate Name of Applicant: _____

Type: Public _____ Profit _____ Non-Profit _____, or Hospital-Based _____

Federal ID Number: _____ Charities Reg. Number: _____

Address of Applicant: _____

Address of Service(s) _____
(Attach list if necessary) _____

Contact Person _____ Phone No. _____ FAX _____
EMAIL _____

Total dollar amount requested: _____ Total match required: _____ Match Secured: Yes__ No__
(if applicable)

Funding period: From July 1, 2010 to June 30, 2011

Total number of **(check one)** ___ duplicated ___ unduplicated clients to be served: _____

Brief description of services by Program Name and Level of Service to be provided:

Brief Description of a Unit of Service _____

Cost per Unit of Service _____ Level of Service: _____

Authorization:

Chief Executive Officer
(Print) _____

Signature: _____ Date _____

AUDIT REQUIREMENTS

The Applicant shall permit the **City of Camden** and/or its independent auditors to have access, at a reasonable time and place, to the records and financial statements necessary to comply with the following audit requirements as applicable:

<u>TYPE OF CONTRACTOR</u>	<u>AUDIT REQUIREMENTS</u>
Non-Profits and Institutions of Higher Education	State Funds N.J.O.M.B. Circular Letter 98-07 Federal Funds - OMB Circular A-133
State and Local Governments	State Funds - N.J.O.M.B. Circular Letter 98-07 Federal Funds - OMB Circular A-133
For Profit	City's requirement of access as detailed above

Copies of the above-referenced circulars are available upon request, from the **City of Camden** Internal Auditor.

All non-profits, institutions of higher education, and state and local government agencies shall annually forward a copy of their Single Audit Report to the **City of Camden** Internal Auditor, Court House - 16th Floor, 520 Market Street, Camden, New Jersey 08102

New Lead-Based Paint Regulations and Guidance

ESG funds for 2001 were the first of HUD's homeless assistance grants covered under the new Lead-Based Paint rules designed to protect young children in older housing assisted by the federal government. The final regulations were published in the *Federal Register* on September 15, 1999 (24 CFR Part 35), with an effective date of September 15, 2000.

Since the ESG program deals primarily with the operation of short-term emergency shelters and the delivery of essential services to formerly homeless persons, ESG is governed by Subpart K of the Lead-Based Paint Hazard regulations. According to the **Interpretive Guidance**, which is located on the Office of Lead-Based Paint Hazard Control's Web Homepage (<http://www.hud.gov/lea/leahome/leadnotice.html>) most emergency shelters are exempt from the lead-based paint regulations. Thus, emergency housing using efficiencies, studio apartments, dormitories, single room occupancy units, barracks, group homes, or room rentals in residential dwellings are all excluded from the lead requirements. The only ESG assisted housing covered under the lead-based paint requirements is longer-term transitional housing in an apartment with one or more bedrooms where the family residents are part of a program based on more than 100 days occupancy. As such, the majority of ESG projects, with their relatively short client stays in HUD-assisted housing, are exempt from the lead-based paint requirements. Additionally, ESG projects providing essential services only are also excluded from the lead-based paint regulations. However, any ESG housing or services sites regularly frequented by children less than 6 years of age may use ESG funds for testing and may use ESG rehabilitation funds for necessary abatement procedures.

In ESG housing projects where the residents select their own housing, the units selected must be free from lead-based paint contamination.

Rental assistance may require the adherence to LBP requirements for the Sec 8 style rental assistance component of this RFP.

Further guidance will be provided for those proposal applicants

**P.L. 1975, C. 127 (N.J.A.C. 17:27)
MANDATORY AFFIRMATIVE ACTION LANGUAGE**

PROCUREMENT, PROFESSIONAL AND SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status or sex. The contractor will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard of their age, race, creed, color, national origin, ancestry, marital status or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitation or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status or sex.

The contractor or subcontractor, where applicable, will send to each labor union, representative or workers with which it has collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable city employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975 c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable city employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975 c. 127, as amended and supplemented from time to time.

The contractor or subcontractor agrees to inform, in writing, appropriate recruitment agencies in the areas, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color,

national origin, ancestry, marital status or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor and its subcontractor shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be request by the Affirmative Action Office for conducting a compliance investigation pursuant to subchapter 10 of this chapter.

AFFIRMATIVE ACTION QUESTIONNAIRE

Kindly complete this questionnaire in the event that your firm is awarded this contract. The necessary forms will be sent by our office, upon award. This questionnaire should be submitted with your bid.

1. Our Company has a Federal Affirmative Action Plan Approval.

YES _____ NO _____

- a) if yes, submit a Photostat copy of said approval.
- b) if no, submit a Photostat copy of the New Jersey Certificate of Employee Information Report.

NONE OF THE ABOVE _____

2. We have neither State nor Federal Affirmative Action evidence, therefore please send us Form AA-302 (Affirmative Action Employee Information Report application).
(Check if applicable) _____

I certified that the above information is correct to the best of my knowledge.

NAME: _____

SIGNATURE: _____

TITLE: _____

CHIEF EXECUTIVE OFFICER: _____

AGENCY: _____

DATE: _____

AN EQUAL OPPORTUNITY EMPLOYER

**CERTIFICATION REGARDING THE DEBARMENT,
SUSPENSION, INELIGIBILITY AND
VOLUNTARY EXCLUSION - LOWER TIER
COVERED TRANSACTIONS**

I am _____ of the firm of _____
(your title) (organization)

(address of your organization)

CHOOSE ONE OF THE FOLLOWING

_____ A. I hereby certify on behalf of _____ that neither it
(organization)

nor its principles are debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

_____ B. I am unable to certify to any of the statements set forth in this certification. I have attached an explanation to this form.

NAME: _____

SIGNATURE: _____

TITLE: _____

CHIEF EXECUTIVE OFFICER: _____

AGENCY: _____

DATE: _____

**2010 City of Camden Rapid Re-Housing Grant
Program Budget Summary Form –F1**

Page 1 of 4

Agency Name: _____
 Address: _____
 Phone: _____
 Chief Executive Officer: _____
 Prepared by: _____

Agency Federal I. D. #: ____ - ____ - ____ - ____ - ____
 Charities Registration #: ____ - ____ - ____ - ____ - ____
 Non-Profit Agency____ For-Profit Agency____ Public Agency____
 Budget Period: From ____ To ____ Agency Fiscal Year Ends: ____

Program Name	Reimbursable Ceiling	Type of Service	Payment Method	Provider Agency, Contract Person & Telephone #

Budget: I certify that the cost data used to prepare this contract budget is current, complete, and in accordance with the governing principles for determining costs.

2010 City of Camden Rapid Re-Housing Grant

Contract Expense Summary – F2

Page 2 of 4

	1	2	3	4	5	6	7	8	9
BUDGET CATEGORY	TOTAL PROGRAM COST	City Rapid Re-Housing	(-----List	Other	Funding	Streams	-----)	*UNALLOWABLE COSTS	
A. PERSONNEL									
B. CONSULTANTS & PROFESSIONAL FEES									
C. MATERIALS & SUPPLIES									
D. FACILITY COSTS									
E. SPECIFIC ASSISTANCE TO CLIENTS									
F. OTHER (PROVIDE CLARIFICATION)									
G. GENERAL & ADMINISTRATIVE COST ALLOCATION									
H. TOTAL OPERATING COSTS									
I. EQUIPMENT (PROVIDE LIST AND COST ESTIMATES)									
J. TOTAL COST									
K. UNITS OF SERVICE									
L. UNIT COST									
M. MATCHING FUNDS		-0-							
N.									
O.									
P.									

* Unallowable Cost - Cost that cannot be included in this grant, based on the funder’s definition of what they will or will not pay for. These may be activities outside of the contract that the funder will not fund but are included in your program

Camden County Human Service Advisory Council Proposal Review Process Flowchart

How it Works:

- CPAC receives notification of available funding with a request to release an RFP.
- CPAC issues the RFP, and as a courtesy, may send notification to prospective applicants informing them of the availability of the RFP. A legal notice will be printed in the classified section of *The Courier Post*. In compliance with state regulations notices will be sent to the designated repositories.
- A pre-bid meeting is held to allow prospective applicants the opportunity to ask questions and receive technical assistance. This is the only time when technical assistance is provided. Minutes from the pre-bid meeting are sent to all prospective applicants who picked up a copy of the RFP and/or attend the pre-bid meeting.
- A Review Committee composed of consumers, providers, and advocates who are not "in-conflict" are convened to review the applications. Review Committee members must sign a "conflict of interest" form which states that they have no fiduciary responsibility for funding.
- The Review Committee makes service and allocation recommendations to the Homeless Network Planning Committee (HNPC). The final recommendation is then forwarded to the City of Camden.

Upon approval by the funding source, the appropriate contracting agency contacts the approved applicants to initiate the contracting process.

1. CPAC notified of availability of funds by:
 - a) City of Camden
 - b) Commissioner of Human Services or Division Head
 - c) United Way
 - d) Freeholders
 - e) Other
2. Notice goes to Planning Committee where:
 - a) RFP Subcommittee is designated (Planning Committee members who are not "in-conflict" -- those who will not be applying for the funds under consideration) and determines gaps, needs, and priorities based on community priorities, funding guidelines and other relevant planning documents.
 - b) Sets criteria for RFP.
 - c) Sets date and agenda for bidder's conference.

3. Appropriate staff drafts and issues RFP and legal notice, and community notification document:
 - a) Based on the criteria set by the Subcommittee, staff person drafts RFP. RFP is reviewed by Planning Committee prior to issuance, as necessary.
 - b) Staff person manages and controls distribution of RFP, issuing legal notice and notification to RFP mail list.
 - c) Staff person plans and conducts bidders' conference and prepares minutes which are distributed to any person who has signed out an RFP or attended the pre-bid meeting.

4. Agencies submit proposals in proper format no later than time/date specified in RFP:
 - a) Proposals clocked in at reception desk and time/date stamped receipt given to agency representative.

 - b) Staff person sets up Review Committee from "pool" of reviewers.
 - 1) Potential conflict of interests is asked.
 - 2) Broad-based composition is maintained to eliminate any potential bias, including experts and citizens at large.
 - 3) At least four (4) people are available to review each proposal.

5. Review Committee Meets:
 - a) Orientation to Review process and to the specifications of the RFP is provided by the designated Planning Committee member.
 - b) Proposals are assigned to Review Committee members. Members will have a minimum of 2 working days to read the proposals and individually evaluate each using the evaluation instrument as a guide. Each review committee member will be required to sign a code of ethics to ensure confidentiality.
 - c) The Review Committee will include members of the Homeless Network Planning Committee (HNPC), non members, and consumers. A "Conflict of Interest" document will be signed by all reviewers to ensure that no reviewers are linked to an applicant organization (The issue will be discussed and addressed at the orientation meeting).
 - d) The Review Committee discusses each proposal, using the evaluation instrument as a guide.
 - e) The Review Committee reaches consensus on a score for each proposal and provides supporting documentation and rationale for decisions. Rankings and allocation plans are recommended based on the score sheet plus the consensus discussion.
 - f) The Review Committee Chair puts consensus decisions in writing with the reasons for decisions made. The Chair is responsible for seeing that comments, rationale, limitations on funding or contracting requirements are in writing.
 - g) If the Chair determines that the Review Committee can not arrive at a consensus, a new Review Committee will be convened.
 - h) At the conclusion of the Review Committee meeting, the Chair of the Committee signs a statement which indicates that the Review process conformed to the standards set within the guidelines.

6. Notice:

Staff person notifies each applicant of the Review Committee's recommendations either via telephone or in writing. General comments of the Review Committee will be made available to applicants.

7.

Review Committee recommendations forwarded to the Human Service Advisory Council and CPAC Board for approval:

- a) Staff, in conjunction with the Review Chair, prepares a written presentation for the HSAC and CPAC Board. Review Chair presents at next HSAC meeting; HSAC Chair at Board meeting.
- b) Council and Board vote to accept or reject recommendations of the Review Committee.
- c) CPAC Board President notifies funding source, in writing, of CPAC's recommendations.
- d) Results of the Review Process are presented to the Planning Committee for their information.

AGREEMENT TO INDEMNIFICATION

By submission of a proposal, the applicant agency acknowledges that CPAC: The Community Planning and Advocacy Council will review this application and make its recommendations to the City of Camden. The Applicant hereby releases and relieves the City of Camden and the Community Planning and Advocacy Council, their respective officers, agents and/or employees from any liability arising out of, and the Applicant shall indemnify the City of Camden and the Community Planning and Advocacy Council against any expenses, losses or liabilities which the City of Camden and/or CPAC may incur in, the exercise and performance of its review and recommendation functions there under, except only that liability caused by CPAC's own gross negligence or willful misconduct.

Authorized Agency Representative (please print)

Authorized Agency Representative (signature)

Title

Chief Executive Officer

Agency Name

Date

**NOTICE OF INTENT TO APPLY FOR
*2010 City of Camden Rapid Re-Housing Grant Funds***

Name of Agency: _____
Contact Person: _____
Chief Executive Officer: _____
Address: _____

Telephone: _____

I wish to apply for ***2010 City of Camden Rapid Re-Housing Grant Funds*** and have not completed the self-evaluation process and Team Evaluation under the Management Assistance Program (MAP). Please arrange for me to receive necessary materials in order to complete the MAP evaluation.

Return this form no later than **May 3, 2010 @ 5pm:**

Jamie DiFrancesco, Human Services Planner
CPAC: Community Planning and Advocacy Council
Cooper River Square
6991 North Park Drive
East Building, 3rd Floor,
Pennsauken, New Jersey 08109-4212

DEADLINE TO SUBMIT MAP DOCUMENTATIONS IS May 12, 2010