



HOUSING & COMMUNITY DEVELOPMENT FUND NOTICE OF FUNDING AVAILABILITY (NOFA)



Winter Emergency Shelter

SERVICES BETWEEN OCTOBER 1, 2015 - MARCH 31, 2016

RELEASE DATE: AUGUST 13, 2015



CITY OF BELLINGHAM HOUSING & COMMUNITY DEVELOPMENT FUND
NOTICE OF FUNDING AVAILABILITY (NOFA)
• WINTER EMERGENCY SHELTER PROGRAM

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SERVICES SOUGHT

Applications are being sought from an organization or agency to provide "winter emergency shelter" services in the City of Bellingham.

The goal of this program is to increase the availability of emergency shelter in Bellingham during the coldest months of the year, ***with a priority on serving families with children***. Shelter funded through this NOFA must be in the form of new beds that were not available prior to submittal of the proposal. For example, an existing shelter requesting operating assistance would not be eligible in this program, but could be eligible in the City's Housing Services program. It is anticipated that the provision of new beds will be accomplished through motel vouchers.

Priority is given to serving those households or persons that earn less than 30% of Area Median Income (AMI), and all households must earn less than 50% AMI. The exception for incomes over 30% AMI must be based on needs and priorities set forth in an agreed scope of work.

The organization or agency that delivers this service will screen and qualify households based on income and population targets set forth in this NOFA, ensure housing where assistance is provided meets minimum standards, and provide the financial assistance necessary for shelter. They will also be expected to coordinate with the homeless single-point of entry system and to provide some level of case management services

FUNDS AVAILABLE

The City anticipates allocating approximately \$30,000 for these services between October 1, 2015 and March 31, 2016. These funds include administrative expenses, subject to limits set forth below.

The **maximum** grant award from the City to any project in this program is **\$30,000**; the **minimum** award that the City will consider is **\$10,000**.

I. PROGRAM REQUIREMENTS

1. **Income Targeting.** All funds must benefit households with incomes 30% of Area Median Income (AMI) or below, except that special needs populations, such as victims of domestic violence, may have incomes 50% AMI or below and be eligible for emergency shelter assistance. See <http://www.cob.org/documents/planning/housing/hud-income-rent.pdf>.
2. **Target Population.** The target population for rental assistance are homeless families with children. Additional populations that may be served with these funds include homeless (other than families), elderly, victims of domestic violence, youth, those with behavioral health issues (mental health), and those re-entering from institutions or prisons.
3. **Housing Standards.** Tenants may only be placed in housing that is decent, safe and sanitary.
4. **Eligible Costs.** The City will only reimburse for the following costs:
 - Leasing or motel costs;
 - Indirect or administrative costs are limited to no more than 10% of direct costs paid by the City or an approved indirect cost rate from a cognizant federal agency.

All expenses must be directly related to carrying out the eligible service. All funds are distributed on a reimbursement basis. Indirect rates are allowed only if the applicant has an approved indirect cost rate from a cognizant federal agency. Supporting documentation must be submitted with requests for reimbursement, and all records are subject to field audits to verify expenses.

5. **Ineligible Costs.** Grant funds may not be used for income payments, fundraising, political activities, equipment or furnishings, or repair and maintenance of facilities. Income payments are payments made to an individual or family to provide basic levels of food, shelter, or clothing.
6. **Eligible Organizations and Capacity.** The City will consider proposals from nonprofit organizations or public agencies with demonstrated capacity to deliver the services. Organizations or agencies must also be able to demonstrate ability to undertake or deliver the following:
 - Provide case management services for those provided emergency shelter.
 - Provide services to assist in finding more stable housing.

- Deliver these services through participation in the centralized and coordinated point-of-entry system for the region's Homelessness Management Information System.

7. **Reports.** The City will require a final report which document the number of persons and households served, income of persons and households, total number of persons benefitted, race and ethnicity, and location of the services.
8. **Project Location.** All services funded in this program must be delivered within the City of Bellingham. The location of services must provide access to safe, well-connected mobility options for all users.
9. **Insurance Requirements.** Agencies receiving City funding must agree to defend the City, hold it harmless, and indemnify it as to all claims, suits, costs, fees and liability arising out of the acts or work of the agency, its employees, subcontractors, or agents pursuant to the funding agreement, where such liability is incurred as a result of the actions or omissions of such parties. The City must be named as an additional insured and provided with a certificate and endorsement showing such coverage. The following minimum insurance coverage will be expected:

A. Workers Compensation	Statutory Amount
B. Professional Liability	\$1,000,000
C. Automobile Liability	\$1,000,000
D. Broad Form Comprehensive Liability	\$1,000,000/occurrence \$2,000,000 aggregate

10. **Non-discrimination and Equal Opportunity.** Agencies receiving City funding may not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age, families with children, and disability in employment or the provision of services.
11. **Compliance with Laws.** The recipient of these services will be responsible for obtaining all notices, licenses and permits required to perform the work.

II. SELECTION CRITERIA

The following criteria will form the basis upon which evaluation of proposals will be made:

Mandatory Criteria.

The following are mandatory requirements. Proposals not clearly demonstrating that they meet them will receive no further consideration during the evaluation process.

Mandatory Criteria
a) The proposal must be received at the closing location by the specified closing date and time.
b) One (1) hard copy (paper) of the proposal must be submitted.
c) One (1) electronic copy, in Word, of the proposal narrative must be submitted
d) One (1) electronic copy, in Excel, of the project budget must be submitted.

Project Criteria.

Proposals meeting the mandatory requirements will be further assessed against the following project criteria.

Criteria	Weight
a) Experience in providing emergency shelter assistance	30%
b) Experience in connecting families to stable housing and other services	30%
c) Demonstrated need for financial assistance	25%
d) Experience in ensuring housing is decent, safe and sanitary	15%

III. PROPOSAL FORMAT

In order to qualify for consideration for these services, applicants need to submit a response to the following issues and format as specified.

1. **Cover Letter** - a cover letter that identifies the Request for Proposal being responded to on letterhead of the proponent. Address and contact information, including phone and email, shall be clearly shown.
2. The **Winter Emergency Shelter Application**.
 - a. [Written Narrative \(Word\)](#) - responses to questions and selection criteria
 - b. [Budget and Beneficiaries \(Excel\)](#) - program activity budget and beneficiary information

Submission Format

All applicants must submit the following to the City of Bellingham, Community Development Division as follows:

- One original hard copy of the entire application.
- A CD/DVD or thumb drive that includes one complete electronic application that meets the following:
 - CD is clearly labeled with the applicant and project name.
 - The Project Budget must be in Excel format. Narrative responses must be in Word format. Attachments must be in PDF format.

City's Rights to Limit Funding

The decision to reserve and allocate funding rests with the Mayor of the City of Bellingham, with advice provided by the Community Development Advisory Board.

Application Schedule

Invitation to Submit Applications	August 13
Applications Due	September 4
Community Development Advisory Recommendation	September 10
Mayor's Award Announcements.....	September 21
Contract Period Begins.....	October 1

Applications are due no later than 5:00 p.m. on September 4, 2015.

Where to Submit Applications

Please mail or deliver applications to:

David Stalheim, Block Grant Programs Manager
Department of Planning and Community Development
City of Bellingham
210 Lottie Street
Bellingham, WA 98225

Disclosure of Documents

All proposals and related materials become the property of the City upon delivery to the City. State law, RCW Ch. 42.17, provides that public records are subject to public inspection and copying unless specifically exempted. RCW Ch. 42.17 enumerates limited exemptions a public agency's obligation to disclose public records. If the applicant believes that portions of its proposal are exempt from disclosure to third parties, the applicant must clearly label the specific portions sought to be kept confidential and specify an exemption that the applicant is relying on. However, acceptance of an application containing such designations by the City is not an agreement that such material is legally confidential, and the City cannot guarantee that such information will not be disclosed. Marking all or substantially all of an application as confidential may result in the application being rejected.

The applicant recognizes and agrees that the City will not be responsible or liable in any way for any losses that the applicant may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties. Materials submitted by unsuccessful applicants are subject to disposal unless picked up promptly by the applicant, except that the City will maintain one copy in compliance with public record laws.

Interpreter Services

Interpreter services for the deaf and materials in alternative formats are available upon advance request. TTY users please call (360) 778-8382 or the Washington State Relay Service at 1-800-833-6388 and ask to be connected with the City of Bellingham, Block Grant Programs Manager at (360) 778-8385.

Questions

Please contact David Stalheim at (360) 778-8385 or email dbstalheim@cob.org with any questions about the application process.

*The City of Bellingham does not discriminate on the basis of race, color, national origin, sex, religion, age, families with children, and disability in employment or the provision of services. With five business days' notice, special accommodations will be provided. Refer any inquiries or complaints related to HUD regulations implementing Section 504 to the Block Grant Programs Manager.
Contact 778-8385 (voice) or 778-8382 (TTY).*