



Tenant Based Rental and Utility Assistance

Request for Proposal Issue Date: June 3, 2025

Request for Proposal Due Date: July 10, 2025 by 4:00 pm

Proposals may be sent digitally to cpedcompliance@kalamazoocity.org or may be mailed or hand-delivered to Community Development, 245 North Rose Street, Suite 100, Kalamazoo, MI 49007, Attention: Julie Johnston.

The Request for Proposals (RFP) is intended to determine a nonprofit organization's administrative, financial, and programmatic capacity to successfully manage federal and city grant requirements. The questions within the RFP related to experience, organizational capacity, and financial management are a U.S. Department of Housing and Urban Development (HUD) risk assessment that the participating jurisdiction (the city) must conduct.

Per HUD, a thoughtful pre-award assessment of potential subrecipients can help reduce the risks associated with federal funding for both the city and the grant recipient. Funding an agency that does not have the administrative and/or financial capacity to manage a federal grant can be detrimental to their long-term success. It can also pose an audit risk for the City of Kalamazoo.

Applicants requiring technical assistance with this RFP should email the Community Development Division at cpedcompliance@kalamazoocity.org and provide contact information for a staff response.

A. Agency Information

Organization Name:

Address:

Contact Name:

Title:

Email Address:

Phone:

Unique Entity Identifier (UEI):

Employer Identification Number (EIN):

Collaborative Partners: If this application is being submitted on behalf of a collaborative or partnership, please identify all partnering agencies here.

B. Activity and Award Request

Activity Title: _____

2025 Requested Award: _____ Match Funding (minimum 25%): _____

C. Proposal Timeline

- June 3, 2025 - RFP release date
- June 18, 2025 - **MANDATORY** RFP submittal meeting at 1:30 pm – discussion of HUD and city rules related to the funding and question/answer session related to the RFP process.
- July 10, 2025 - Proposal submittal by 4:00 pm
- July 14 – 18, 2025 - Review of proposals
- July 24, 2025 - Recommendations of award
- Month of August - 30-day public comment period on recommendations
- September 15, 2025 - Presentation to City Commission for approval
- September 16, 2025 and after - Agreement execution

D. General Requirements

1. Organizations must be a nonprofit 501c3 with supporting documentation of status.
2. Support of affordable housing must relate directly to the organization's core mission statement and/or programming.
3. The organization must not be debarred from receiving federal funds. The city will check for debarment at www.SAM.gov as part of this RFP process.
4. Proposals will only be accepted from organizations who attended the MANDATORY RFP meeting scheduled for June 18, 2025 at 1:30 pm. Please contact CPEDcompliance@kalamazoocity.org for a link to the virtual meeting and meeting parameters.
5. Proposals must be typed and provided in the manner outlined in this Request.
6. Incomplete proposals will not be considered. All mandatory documents must be provided for the Proposal to be considered complete.
7. Once submitted, no Proposal can be amended unless a change or addendum is issued in relation to this RFP by the city.
8. The city reserves the right to contact an applicant for clarification on their Proposal.
9. All certifications provided with the RFP must be signed and returned with the proposal.
10. Organizations that have unresolved monitoring concerns or have been found to be in noncompliance with any federal, state, or local grant/loan requirements within the last three years shall be ineligible for funding.
11. Late proposals will not be accepted. Any proposal submitted after 4:00 pm on Thursday, July 10th will be returned.

E. Program Requirements

The City of Kalamazoo is seeking one to two nonprofit housing organizations to manage a TBRA program that will help low-income households with housing cost burdens secure safe and affordable rental units.

1. TBRA assistance must be part of a financial self-sufficiency program for participants.

E. Program Requirements Continued

2. Of the households served, 90 percent must make 60 percent or less of the area median income. The remaining 10 percent may make up to 80 percent of the area median income as established by HUD on an annual basis.
3. Tenants will pay at least 30 percent but no more than 40 percent of their income toward housing costs.
4. Rental assistance will be provided for a maximum of 12 months.
5. To provide flexibility to tenants on available units, rental assistance will be allowed within the Kalamazoo Public School District boundaries.
6. The organization must have established written TBRA policies, which can be provided to the city for review. A tenant selection policy must be included in the overall program policies.
7. Any organization selected for funding will be required to provide proof of 25 percent matching non-federal funds at the time of notice to proceed.
8. Twenty (20) percent of the overall grant may be utilized for program delivery costs related to income certifications and recertifications, unit inspections, calculating the amount of assistance, etc.
9. Any landlords located within the city limits of Kalamazoo receiving a TBRA tenant must have their rental units certified through the city's Rental Registration Program.

F. Agreement Periods and Extensions

It is the intent of the city to enter into a three-year agreement with additional funding each year for the selected non-profit(s) for this activity. However, the performance of the nonprofit(s) will be evaluated annually and continuation of the agreement and subsequent funding will be based on performance. The city may also extend the agreement up to two more years, for a total of five years, based on performance. These five years will align with the 2025 – 2029 Consolidated Plan.

The city's program year with HUD begins on July 1 and ends on June 30 each year. It is expected that the first three-year agreement will be executed in September of 2025. The annual review for performance will be completed approximately 30-days after the end of the program year in June.

Required proof of match dollars will be provided annually at the renewal of the agreement. If match cannot be provided, the agreement will not be renewed or extended.

G. Funding

Funding for this activity will be through the HOME Investment Partnership Program (HOME) and Community Development Block Grant (CDBG) entitlement funds received from HUD on an annual basis. The total amount of funds available each program year is based on HUD's allocation to the city. If funding remains stable and consistent with our 2025 allocation, we expect to utilize about 70 percent of HOME funds and about seven percent of CDBG funds on the TBRA program each year. For the 2025 program year, this equates to approximately **\$342,613 in HOME and \$113,727 in CDBG**.

These dollars may be allocated to one or two nonprofit organizations depending on the proposals received and the available grant funding. If the annual review of the nonprofit's performance suggests continuation of the agreement, an amendment to the agreement will be developed with the new program year funding based on the subsequent annual allocation from HUD.

H. Coordination

The nonprofit organization selected from this RFP process will coordinate with compliance staff from the Community Development Division of the Department of Community Planning and Economic Development for the duration of the agreement and any extensions. This will include, at minimum, required monthly financial reporting, quarterly program reporting, and final program completion documents.

I. Proposal Narrative and Supporting Documents

Your proposal answers should be organized by the following sections, with the question and/or requirement noted first and then your response.

1. Organization Background and Experience

Provide an overview of the organization, and a summary of the organization's experience with grants and federal funding. The overview narrative must address the following:

- i. Summary of organizational history with TBRA programs.
- ii. Describe the organization's experience in managing HUD or other federal grants over the last five years. Provide specific information related to HOME and CDBG, including length of experience. If no federal experience, describe the organization's experience in managing programs funded by non-federal grants over the last five years.
- iii. Statement of organization's mission and goals.
- iv. Mandatory documents:
 - Articles of incorporation
 - Tax exemption documentation (nonprofit organizations)
 - List of board members
 - Organizational chart

2. Staff Knowledge and Experience

Describe staff's expertise and experience with federal and/or other grant funding, as well as a TBRA program. The overview narrative must address the following:

- i. Provide the number of full-time and part-time paid staff in your organization.
- ii. Describe the number and qualifications of key personnel, that will ensure the success of the program. Indicate their years of experience with the organization, with grant funding, and TBRA programs.
- iii. Specify who in your organization will undertake the responsibility of program manager and describe their program management experience.
- iv. Indicate the approximate amount of time each staff person will spend on this program during an average 40-hour work week.
- v. List any deficiencies in personnel and how the organization intends to fill the gaps in staffing.
- vi. Mandatory documents:
 - Resume(s) and job descriptions of key program personnel

I. Proposal Narrative and Supporting Documents Continued

3. Financial Information

Describe the financial capacity of your organization. The overview narrative must address the following:

- i. Describe your organization's sources of funding. Detail the percentage of economic dependency on government grants.
- ii. Indicate the specific amount of your organization's reserve funds and describe the adequacy of these funds to pay invoices that would subsequently be reimbursed by the city.
- iii. Describe the organization's internal controls for fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, audit requirements, and how they align with HUD regulations.
- iv. Describe the organization's plan to ensure compliance with monthly financial reporting to the city and how program expenditures will be tracked.
- v. Explain the circumstances that resulted in your organization being cited for misuse of federal, state, or local funds requiring repayment, if applicable.
- vi. Indicate if any independent audit that has been conducted within the last three years included recommendations to improve operations or corrective actions that were required to resolve audit findings related to federal funding.
- vii. Mandatory documents:
 - 12-month cash flow analysis
 - Most recent financial statements presented to the organizations board, including Statement of Activities and Statement of Financial Position
 - Last audited financial statements and single audit, if available
 - Resume(s) and job descriptions of key financial personnel
 - Financial policies and procedures
 - Example timesheet

4. Organizational Capacity

Describe the organizational capacity to manage federal and/or other grant funding. The overview narrative must address the following:

- i. Describe your organization's understanding and experience with the additional federal cross-cutting requirements associated with HUD funding. (For example, procurement of products/supplies, environmental reviews, Section 3 requirements, affirmative marketing plans, etc.)
- ii. Describe the tracking system to adequately record staff hours worked against the federally funded program and all other non-city funded activities to ensure proper reporting to the city.
- iii. Describe how the organization will monitor progress in implementing the program to ensure timeliness of quarterly reporting and program outcomes.
- iv. Describe how the organization will maintain records to ensure compliance with federal and city requirements, particularly related to beneficiary income qualification.

I. Proposal Narrative and Supporting Documents Continued

5. Program Overview

Provide the following information on the TBRA program:

- i. An overview of how your organization will run the program, including scope of services, target population (if any), and how HOME and CDBG funds will be utilized.
- ii. The goals your program will accomplish and number of households served in Program Year 2025 only.
- iii. If any other services will be provided that will support the tenant in conjunction with the self-sufficiency program.
- iv. A detailed sources and uses budget for the TBRA program, which should include self-sufficiency costs. Provide information on all funding sources and how these dollars will be spent.
- v. Funds will not likely be available to address a program in its entirety. Will the program be able to continue if only partially funded? Provide information on the steps that will be taken to ensure the program can move forward.
- vi. Mandatory documents:
 - TBRA policies and procedures
 - Outline of financial self-sufficiency program
 - Example of lease agreement
 - Example of TBRA agreement with tenant and landlord
 - Example of financial self-sufficiency curriculum

J. Certifications

Please execute the attached certifications.

1. Religious Organization Certification
2. Nonprofit Certification
3. Public Records Acknowledgement
4. Federal Requirements Certification
5. Debarment Certification
6. City of Kalamazoo Ex-Offender Policy Checklist

K. Reference Contacts

Provide contact information for at least three participants in your program that can be contacted by the city for a reference and understanding of their experience in your program. Participants will only be contacted if the Proposal review circumstances outlined under *L. Evaluation Criteria* are met.

L. Evaluation Criteria

The requested Proposal is intended to provide information that will assist the city in the selection of the most qualified, competent, experienced, and responsive organization, who will best serve the needs of the city. During the evaluation process, where it may serve its best interest, the city reserves the right to request additional information or clarifications from proposers, to reject any or all proposals or unauthorized modifications, to allow corrections of errors or omissions, or to waive irregularities.

L. Evaluation Criteria Continued

No rating or evaluation under the terms of this RFP shall be construed as a guarantee or promise of an agreement and no such agreement shall be binding on the city absent approval through the city's approval process.

A review committee will evaluate the proposals based upon the criteria outlined in the Evaluation and Scoring Sheet attached. In the event of a tie in the scoring of proposals by the review committee, proposers will be asked to submit a written statement on how their program supports the priorities of the 2025-2029 Consolidated Plan. The selection committee will reach a final decision on the most qualified organization resulting from the review of these statements. If a decision cannot be reached after this review, the references provided with your proposal will be contacted. The selected organization will be the one receiving more favorable reviews from their reference list.

The city will choose the proposal that best fits its needs. The selected organization will be required to enter into a written agreement with the city that will detail the specifics of the relationship and include scope of work, budget, HUD requirements, insurance requirements and other matters. If an agreement cannot be reached, the city reserves the right to render the proposal invalid and may award the funding to another qualified proposer at its sole discretion.

This RFP does not commit the City of Kalamazoo to pay for direct or indirect costs incurred in the preparation and/or presentation of a response. All finalists will pay their own costs incurred in preparing for, traveling to, and attending interviews, if necessary. The city reserves the right to accept or reject any or all proposals in part or in its entirety.

The city reserves the right to make an award without further discussion of the submittal with the offeror. Therefore, the proposal should be submitted initially on the most favorable terms that the organization might propose.

M. Changes and Addenda to proposal Documents

Each change or addendum issued in relation to this RFP will be provided to any organization that attended the mandatory RFP meeting. All such changes or addenda shall become part of the RFP and all proposers shall be bound by such changes or addenda. If you have already submitted your proposal, updates will be permitted to address the changes or addenda issued by the city.

N. Economy of Preparation

Each proposal should be prepared simply and economically providing a straightforward concise description of the proposer's ability to meet the requirements of the RFP. Emphasis should be on completeness and clarity of the contents.

O. Payment Default

No proposal shall be accepted from any party who is in default on the payment of taxes, licenses, or other monies due to the City of Kalamazoo.

RELIGIOUS ORGANIZATION CERTIFICATION

Primarily religious organizations that participate in the CDBG or HOME programs shall not, in providing program assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious beliefs and may not engage in inherently religious activities, such as worship, religious instruction, or proselytizing as part of the programs or services funded under this part. If an organization conducts such activities, they must be offered separately, in time or location, from the programs funded by CDBG or HOME. Participation must be voluntary for the beneficiaries of HUD-funded programs.

CERTIFICATION

I, _____, the Chief Executive Officer of _____ certify that my organization will comply with the HUD rules and regulations related to religious organizations as follows:

1. We will not discriminate against any employee or applicant for employment on the basis of religion and will not limit employment or give preference in employment to persons on the basis of religion;
2. We will not discriminate against any person applying for services on the basis of religion and will not limit such services or give preference to persons on the basis of religion;
3. We will provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provisions of such services;
4. If religious activities are conducted, they must be offered separately, in time or location, from the programs funded by CDBG or HOME; and
5. The portion of a facility used to provide the public services shall contain no religious symbols or decorations, other than those permanently affixed to or are a part of the structure.

Organization: _____

Signature of Certifying Official: _____

Name: _____

Title: _____

Date: _____

NONPROFIT CERTIFICATION

By entering my name into the space below, I certify that the organization applying for funds is a private non-profit organization as described in Section 501(c) of the Internal Revenue Code of 1988, and that as such it is exempt from taxation under subtitle A of the Code, has an accounting system, has a voluntary board, practices nondiscrimination in the provision of assistance, and is authorized under applicable provisions of the law and possesses legal authority to carry out federally funded activities.

I further certify that I possess the legal authority to apply for funds, to execute the proposed activity, and that no conflict of interest will arise from the acceptance of federal funds, and that to the best of my knowledge and belief, the data in this document is true and correct.

Organization: _____

Signature of Certifying Official: _____

Name: _____

Title: _____

Date: _____

Attach a copy of the Internal Revenue Service, Department of Treasury tax exempt approval.

PUBLIC RECORDS ACKNOWLEDGEMENT

As part of the response to the city’s notice of funding availability, applicants must acknowledge that they are aware that their applications and all associated materials submitted constitute public records subject to Freedom of Information Act (FOIA) requirements.

Applicants must also acknowledge and agree that unless such material is segregated and clearly designated by applicant as “confidential,” the City of Kalamazoo will comply with valid FOIA requests and make the response material available for inspection and/or copying. Applicants must further acknowledge and agree that even material which is so segregated and designated by the applicant may become subject to release by City of Kalamazoo upon a successful challenge by a member of the public.

Organization: _____

Signature of Certifying Official: _____

Name: _____

Title: _____

Date: _____

FEDERAL REGULATIONS AND EXECUTIVE ORDERS CERTIFICATION

Every organization awarded CDBG or HOME funds shall be required to certify to the city that they will comply with federal requirements including, but not limited to, those listed below. The person authorized to sign CDBG and/or HOME agreements should review each requirement to understand necessary compliance. By signing this certification, the organization affirms they can and will fulfill the obligations of these regulations and executive orders, if funded.

Required Regulations and Executive Orders	
Americans with Disabilities Act	Organization has reviewed its projects, programs, and services for compliance with all applicable regulations contained in Title II, Americans with Disabilities Act of 1990.
Audits	Agrees to have an annual audit conducted in accordance with current city policy regarding audits and OMB Super Circular 2 CFR Part 200.501.
Conflict of Interest	No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG/HOME/HOME-assisted activity, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG/HOME-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. A "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the organization. (24 CFR 200 and 570.611 and 2 CFR 200)
Civil Rights Act	Complies with and prohibits discrimination in accordance with Title VI of the Civil Rights Act of 1964.
Debarred/Suspended Contractor	To the best of its knowledge and belief, that it and its principals will not knowingly enter into any subcontract with a person who is, or organization that is, debarred, suspended, proposed for debarment, or declared ineligible from award of contracts by any Federal agency. (https://www.sam.gov/portal/public/SAM/)
Drug-Free Workplace	Certify that it will provide a drug-free workplace.
Financial Management	Accounting Standards: Agrees to comply with 2 CFR Part 200 and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.
	Cost Principles: Shall administer its program in conformance with OMB Super Circular 2 CFR Part 200.500.
	Procurement Policies: Agree to procure all materials, property, or services in accordance with the requirements of 24 CFR 200 and 2 CFR 200. Shall comply with current city policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided.
Lobbying Activities	No Federal appropriated funds have been paid or will be paid, by or on behalf of the organization, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
Minority and Women Business Enterprise, Small Business Contracting	Comply with 24 CFR 200 to take all necessary affirmative steps to assure that minority firms, women business enterprises, and labor surplus area firms are used when possible. Further certify that it will submit to the city at the time of project completion a report of the MBE and WBE status of all subcontractors to be paid with CDBG/HOME funds with contracts of \$10,000 or greater, in a format that will be provided by the city.
Real Property	Comply with real property standards applicable to any property within the owner's control that is acquired or improved in whole or in part using CDBG/HOME funds in excess of \$25,000.
Religious Activities	Agree that funds provided to the organization will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.
Section 3	Agree to ensure compliance with Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968 that helps foster local economic development, neighborhood economic improvement, and individual self-sufficiency. The Section 3 program requires that recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low or very-low income residents in connection with projects and activities in their neighborhoods.

Required Regulations and Executive Orders	
Section 504	Section 504 of the Rehabilitation Act of 1973: Certify that it has read and understands all of its obligations under Section 504 to prohibit discrimination against persons with disabilities in the operation of programs receiving federal financial assistance.
Fair Housing Act	Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as amended, prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions, based on race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents of legal custodians, pregnant women, and people securing custody of children under the age of 18), and handicap (disability).
Section 109	Section 109 of Title I of the Housing and Community Development Act of 1974: Section 109 prohibits discrimination on the basis of race, color, national origin, sex or religion in programs and activities receiving financial assistance from HUD's Community Development and Block Grant Program.

The organization will not attempt to recover capital costs for the construction of public improvements, assisted in whole or in part with CDBG funds, by charging special assessments or fees against properties owned or occupied by persons of low income, including any fee, charge or assessment made as a condition of obtaining access to such public improvements, unless:

1. CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than CDBG funds; or
2. For purposes of assessing any amount against properties owned and occupied by persons of low income who are not persons of very low income, and the applicant certifies that it lacks sufficient funds to comply with the requirements of clause (a) above.

The organization has the ability to manage federal funds by:

1. Requesting reimbursement from the city.
2. Identifying allowable and unallowable costs.
3. Applying prevailing wage rates.
4. Acquiring equipment or real property.
5. Fulfilling cost-sharing or matching requirements.
6. Preparing TIMELY financial reports.
7. Monitoring spending.
8. Retaining financial documentation.
9. Preparing for audits.
10. Monitoring spending and availability of grant money.
11. Managing transfers, re-budgeting and overruns.
12. Closing out an award.

Organization: _____

Signature of Certifying Official: _____

Name: _____

Title: _____

Date: _____

FEDERAL DEBARMENT CERTIFICATION FORM

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension (1986) and Executive Order 12689, Debarment and Suspension (1989) at 2 C.F.R. Part 180.

- (1) The prospective recipient of Federal assistance funds certifies, that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subcontractors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Response.

CERTIFICATION

By signing this report, I certify to the best of my knowledge and belief that the foregoing is true, complete, and accurate. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Sections 3729-3730 and 3801-3812).

Organization Name: _____

Name and Title of Authorized Representative:

Signature

Date

CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST

As part of the City's commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism, and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. *(Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.)*

Part I: Proof that the bidder does not inquire about an individual's past arrest or criminal history on the bidder's employment application form

- ☐ Attach a copy of the current application for employment being used by the proposer

Part II: Certification that the bidder does not use an individual's past arrest or criminal history to unlawfully discriminate against them by checking *one or more* of the following:

- ☐ That pursuant to federal or state law, the proposer is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the proposer is relying: _____
- ☐ That proposer conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the proposer;
- ☐ That the use by proposer of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission's Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in past 7 years that it discriminated against a person through the use of an individual's arrest or criminal history

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

Date

Signature

Printed Name

Position



Tenant Based Rental and Security Deposit Assistance

Applicant: _____

ELIGIBILITY CHECKLIST

A “yes” must be indicated for every question located under the Eligibility Checklist for the proposal to move forward to evaluation and scoring. One or more “no’s” within this section will result in the proposal being returned without further consideration for funding. An explanation will be provided as to why the proposal was rejected.

Eligibility Checklist	Yes	No
Did the organization attend the mandatory RFP meeting?		
Is the organization able to receive federal funds? (not debarred)		
Mandatory documentation has been provided?		
<ul style="list-style-type: none"> Articles of incorporation 		
<ul style="list-style-type: none"> Tax exemption documentation (nonprofit organizations) 		
<ul style="list-style-type: none"> List of board members 		
<ul style="list-style-type: none"> Organizational chart 		
<ul style="list-style-type: none"> Resume(s) and job descriptions of key program personnel 		
<ul style="list-style-type: none"> 12-month cash flow analysis 		
<ul style="list-style-type: none"> Statement of Activities and Statement of Financial Position 		
<ul style="list-style-type: none"> Resume(s) and job descriptions of key financial personnel 		
<ul style="list-style-type: none"> Last audited financial statements and single audit, if available 		
<ul style="list-style-type: none"> Financial policies and procedures 		
<ul style="list-style-type: none"> Examples of timesheets 		
<ul style="list-style-type: none"> TBRA policies and procedures 		
<ul style="list-style-type: none"> Example of lease agreement 		
<ul style="list-style-type: none"> Example of TBRA agreement with tenant and landlord 		
<ul style="list-style-type: none"> Outline of financial self-sufficiency curriculum 		
All of the certificates were executed and returned with the proposal.		

**Request for Proposals – PY 2025****EVALUATION AND SCORING**

An evaluation will be conducted for each proposal to ensure the needed capacity, resources, and systems are in place to effectively manage federal funding. This pre-award evaluation reduces risk to the federal programs and increases an organizations chance of success if funded.

Each proposal has the ability to earn a maximum of 50 points. Scores will be averaged and the standard deviation method will be used to generate final scores. The application of standard deviation will avoid the impact of skewed averages due to outlier scores. Organizations that receive the highest scores may be recommended to the City Commission for a funding award and a three-year agreement with the city.

Evaluation of Risk	Score
The organization has experience with TBRA programs. Length of experience reduces level of risk. (<i>No experience = 0 pts, One to two years = 1 pt, Three to four years = 2 pts, Five plus years = 3 pts</i>)	
The organization has experience with HOME and CDBG funding, other federal funding, or other grant management. Length of experience reduces level of risk. (<i>No experience = 0 pts, One to two years of non-federal experience = 1 pt, Three to four years non-federal experience = 2 pts, Five plus years non-federal experience = 3 pts, One to two years of federal experience but no CDBG or HOME = 4 pts, Three to four years of federal experience with at least two years of CDBG or HOME = 5 pts, Five plus years of federal experience with at least three years of CDBG or HOME = 6 pts</i>)	
Affordable housing aligns with the applicant's core mission statement or programming. (<i>No mission statement = 0 pts, No correlation = 1 pt, Some correlation = 2 pts, Direct tie-back = 3 pts</i>)	
The organization has sufficient staff capacity with the technical expertise and experience to carry out the program and manage the requirements of federal funding. If not, is there a plan in place to acquire staff? (<i>No staff or plan = 0 pts, No staff but plan = 1 pt, Staff but limited technical experience or capacity = 2 pts, Staff with at least two years of experience = 3 pts</i>)	
The experience level of the program manager will allow them to handle the program and federal/city requirements. Length of experience reduces the level of risk. (<i>No program manager/intend to hire program manager = 0 pts, Current staff with understanding of program but no PM experience = 1 pt, One to two years of experience = 2 pts, Three plus years of experience = 3 pts</i>)	
The organization is dependent on government grant awards. Diversity of funding reduces risk. (<i>100% dependent = 0 pts, 90—99% dependent = 1 pt, 61-89% dependent = 2 pts, Less than 60% dependent = 3 pts</i>)	
The organization has adequate reserves to manage the reimbursable requirement of HUD funding? Reserves will be based on the amount of funds requested divided by the 12-month agreement. (<i>No reserves = 0 pts, Reserves for 2 months = 1 pt, Reserves for 3 months = 2 pts, Reserves for 4 months = 3 pts</i>)	



Request for Proposals – PY 2025

Evaluation of Risk Continued

Organization has internal and dual controls to ensure compliance with HUD financial requirements. (*No financial systems in place = 0 pts, Financial controls being developed = 1 pt, Financial controls but no mention of HUD standards = 2 pts, Financial controls with mention of HUD regulations = 3 pts*)

An independent audit found recommendations or required corrective actions that increases the risk to a federal award. (*Corrective actions were required = -2 pts; Recommendations were suggested = -1 pt*)
Independent audit not required or no recommendations or corrective actions. (*0 points*)

The organization has adequate systems to manage monthly financial reporting to the city. (*No systems in place = 0 pts, System is under development = 1 pt, System in place = 2 pts*)

The organization understands that there are additional federal cross-cutting requirements with this grant and has experience managing those requirements. (*No understanding or experience = 0 pts, Limited understanding and experience = 1 pt, Expressed understanding and experience with some cross-cutting requirements = 2 pts, Outlined understanding and experience with all federal cross-cutting requirements = 3 pts*)

The organization has a plan to monitor progress of the program to ensure timeliness of quarterly reporting and program outcomes. (*Plan is under development = 1 pt, Plan is in place but has never been utilized = 2 pts, Plan is in place and has been successful in managing timeliness = 3 pts*)

Organization will maintain records according to HUD standards. (*Record retention procedures are under development = 1 pt, Record retention procedures are in place but need updates for HUD standards = 2 pts, Record retention procedures satisfies HUD standards = 3 pts*)

Total this page: _____



Request for Proposals – PY 2025

Proposals will be rated using the following scoring method to evaluate the program:

- 3 = Answers completely and fully provide the necessary information to show program capabilities and is considered an expert on the subject matter.
- 2 = Answers are clear and show a basic level of program understanding.
- 1 = Answers show limited information to assist with decision making.
- 0 = Answers provide no detail and a level of risk that could cause funding recapture.

Evaluation of Program	
Did the organization describe their program in enough detail for a clear understanding of how the program will run, including scope of services, target population (if any), and how HOME and CDBG funds will be utilized?	
Did the organization outline a clear set of goals for their program that correlate with the funding requested and the outcomes anticipated?	
Are other services offered by the organization supportive of program recipients? Or, does the organization have partnerships for referrals to support program recipients?	
Did the budget provide a clear picture of costs associated with CDBG and HOME, and was it detailed enough to understand overall program expenses, match provided, and leveraged funds?	

Total this page: _____

FINAL SCORE: _____