

State of Utah



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

Request for Proposal (RFP)

CONTRACT PERIOD: July 1, 2019 – June 30, 2020

HOMELESS SHELTER CITIES MITIGATION RESTRICTED ACCOUNT GRANT PROGRAM

RFP RELEASE DATE: **September 28, 2018**

PROPOSALS DUE: **October 18, 2018**

AMENDMENT DATE:

Recorded here if needed

PAGES:

N/A

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

HOMELESS SHELTER CITIES MITIGATION RESTRICTED ACCOUNT GRANT PROGRAM

Department of Workforce Services
Housing and Community Development Division

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HOMELESS SHELTER CITIES MITIGATION GRANT OPPORTUNITY

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

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

GRANT ELIGIBILITY

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

**Does not specify class of city*

Grant Eligible Entities

Department of Public Safety	Salt Lake City
Midvale City	St. George City
Ogden City	

TIMELINE

September 28	RFP Released
October 18 by 5:00 p.m.	Proposals Due

REVIEW PROCESS AND AWARD

October 18 – November 1	Proposal Review and Scoring
November 14	Recommendations provided to the State Homeless Coordinating Committee
July 1, 2019 - June 30, 2020	Contract period

PROPOSAL SUBMISSION

Proposals must be submitted using the PDF form-fill template provided by Housing and Community Development and no later than 5:00 p.m. on October 18, 2019 via email to **both** Rebecca Banner at rbanner@utah.gov **and** Tricia Davis at tadavis@utah.gov.

REQUIRED GRANT APPLICATION ATTACHMENTS

Applicant entity must complete the following forms:

- PDF form-fill narrative provided by HCD
- Excel budget form provided by HCD

OPTIONAL GRANT APPLICATION ATTACHMENTS

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

INFORMATION AND GUIDANCE

Application information, scope of work, proposal evaluation and terms and conditions can be found at: <https://jobs.utah.gov/housing/homelessness/index.html>

OVERVIEW

PERIOD OF PERFORMANCE AND MONITORING

- Contract period is July 1, 2019 – June 30, 2020
- HCD will monitor contract performance and provide technical assistance
- HCD may terminate the contract at any time based on lack of funding or violation of terms

REPORTING

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

FUNDING DETAILS

- Estimated \$605,027 available for grants
- Grant funding is based on a reimbursement submission and not distributed in a lump sum
- Invoices for reimbursement must be submitted through the Webgrants system
- Funding may only be spent on expenses related to the project, activities and services proposed

EVALUATION AND AWARD

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

PROPOSAL SUBMISSION

- Proposals must be submitted using the template provided by Housing and Community Development and no later than 5:00 p.m. on October 18, 2018 via email to **both** Rebecca Banner at rbanner@utah.gov **and** Tricia Davis at tadavis@utah.gov
- Applicant must bear the cost of preparing and submitting proposal
- All requested information must be provided at the time of submission. No opportunity will be offered for correcting application after the application submission deadline
- Late or incomplete proposals will **NOT** be accepted

IF YOU HAVE QUESTIONS

- Questions regarding clarification or interpretation of any section of this RFP can be directed to Tricia Davis at tadavis@utah.gov

ADDENDA

- If DWS finds it necessary to modify the RFP for any reason, HCD will email the updated version to those who attended the pre-proposal meeting and who are eligible to apply.

Section II: Personnel for Public Safety Services Narrative

A. Summary and Need (10 points possible) i. Provide a summary of the proposed use of funds to employ additional personnel to provide public safety services in FY20 (July 1, 2019 – June 30, 2020). ii. Describe the current public service need in the city, including specific information related to the need around the homeless shelter.		
<i>i. A brief summary of the proposed use of funds to employ additional personnel to provide public safety services was provided.(5 points)</i>		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • The summary is unclear as to the proposed use of funds to employ additional personnel to provide public safety services. • There is no information to support the entity using additional personnel to mitigate the increased need around a homeless shelter. 	<p style="text-align: center;">Somewhat Rigorous (3 points)</p> <ul style="list-style-type: none"> • A summary is provided, but the entity did not include enough detail. • A summary is provided, but it does not present a complete picture of how the funds will be used. 	<p style="text-align: center;">Most Rigorous (4-5 points)</p> <ul style="list-style-type: none"> • The summary provided clearly describes the proposed use of funds. • There is a detailed summary that outlines the use of funds to employ additional personnel to provide public safety services.
COMMENTS		Points Possible for i: 5 Points Awarded: _____
<i>ii. A summary of the current public service need in the city, including specific information related to the need around the homeless shelter. (5 points)</i>		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • The summary is unclear as to the public service need in the city. • There is no information to support the organization using additional personnel to mitigate the increased need around a homeless shelter. 	<p style="text-align: center;">Somewhat Rigorous (3 points)</p> <ul style="list-style-type: none"> • A summary is provided, but the entity did not include enough detail. • A summary is provided, but it does not present a complete picture of how the funds will be used to mitigate the need around the homeless shelter. 	<p style="text-align: center;">Most Rigorous (4-5 points)</p> <ul style="list-style-type: none"> • The summary provided clearly describes the current public service need in the city that includes specific information related to the need around the homeless shelter.
COMMENTS		Points Possible for ii: 5 Points Awarded: _____

B. Data (20 points possible)

Crime statistic and public safety data may be narrated below, or presented in attachments to this application if needed.

- i. Please break down annual data into state fiscal year (SFY) quarters. The following data elements must be included for SFY18:
 - a. Crime statistics for SFY18 (July 1, 2017 – June 30, 2018)
 - b. Calls for public safety services for SFY18 (July 1, 2017 – June 30, 2018)
- ii. The following data elements must be included for SFY19:
 - a. Crime statistics for first quarter of SFY19 (July 1, 2018 – September 30, 2018)
 - b. Calls for public safety services for first quarter of SFY19 (July 1, 2018 – September 30, 2018)

i. The entity provides crime statistic and public safety data for SFY18 that demonstrates a need for the funding. (10 Points)

Marginal (1-3 Points) <ul style="list-style-type: none">• Required data elements were missing• Required data elements were not divided into quarterly data.	Somewhat Rigorous (4-7 Points) <ul style="list-style-type: none">• Parts of the required data elements were missing	Most Rigorous (8-10 Points) <ul style="list-style-type: none">• All required data elements were included and related to the need for funding.
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COMMENTS

Points Possible for i: 10
Points Awarded: _____

ii. The entity provides crime statistic and public safety data for SFY19 that demonstrates a need for the funding. (10 Points)

Marginal (1-3 Points) <ul style="list-style-type: none">• Required data elements were missing	Somewhat Rigorous (4-7 Points) <ul style="list-style-type: none">• Parts of the required data elements were missing	Most Rigorous (8-10 Points) <ul style="list-style-type: none">• All required data elements were included and related to the need for funding.
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COMMENTS

Points Possible for ii: 10
Points Awarded: _____

C. Funding Gap and Leveraging (10 points possible)

- i. Outline the funding gap to justify the need for additional funding through the Homeless Shelter Cities Mitigation Restricted Account.
- ii. Describe how the entity is leveraging alternative funding to address community needs related to homelessness.

i. The funding gap, justifying the need for additional funding is clearly described. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">• The funding gap justification is missing, unclear or weak.	<ul style="list-style-type: none">• The funding gap justification is vaguely described and is lacking detail to support the need for additional funding.	<ul style="list-style-type: none">• The funding gap justification includes sufficient details regarding the need for additional funding to mitigate the increased needs for public services.

COMMENTS

Points Possible for i: 5
Points Awarded: _____

ii. The entity describes how they leverage additional funds to address the community needs related to homelessness. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">• The description for leveraging additional funding is missing, unclear or weak.	<ul style="list-style-type: none">• The description for leveraging additional funding is vaguely described and is lacking detail.	<ul style="list-style-type: none">• The description for leveraging additional funding details how they will address the community needs related to homelessness.

COMMENTS

Points Possible for ii: 5
Points Awarded: _____

D. Reporting Measures and Outcomes (20 points possible)

Identify the intended outcomes related to the funding purpose and project. Narrative must include:

- i. Metrics used to evaluate the effective use of funding;
- ii. Baseline data; and
- iii. Description how data will be collected and tracked.

i. The entity clearly describes the metrics will be used to evaluate the effective use of funding. (10 Points)

Marginal (1-3 Points) <ul style="list-style-type: none">• The description for setting performance expectations in missing or unclear.	Somewhat Rigorous (4-7 Points) <ul style="list-style-type: none">• The description for setting performance expectations is vague or lacks detail.	Most Rigorous (8-10 Points) <ul style="list-style-type: none">• The description for setting performance expectations is clear and aligns with state and local Continuum of Care or Local Homeless Coordinating Committee priorities.
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COMMENTS

Points Possible for i: 10
Points Awarded: _____

ii. The entity describes the baseline data that is used to evaluate the effective use of funding. (5 Points)

Marginal (1-2 Points) <ul style="list-style-type: none">• Description of current data collection practices and policies are missing or vague.• There is some mention of data collection practices and policies, but the type, frequency and methods unclear.	Somewhat Rigorous (3 Points) <ul style="list-style-type: none">• Description for current data collection practices and policies is general and lacks specific details.• There is a general description of data collection practices and policies and reporting details.	Most Rigorous (4-5 Points) <ul style="list-style-type: none">• Specific details are provided about negotiating outcomes and data collection practices and policies.• The description clearly details the type, frequency and methods associated with data collection practices and policies.
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COMMENTS

Points Possible for ii: 5
Points Awarded: _____

iii. The entity clearly describes how outcome data will be collected and tracked. (5 Points)		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • Description of current data collection practices and policies are missing or vague. • There is some mention of data collection practices and policies, but the type, frequency and methods unclear. 	<p style="text-align: center;">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> • Description for current data collection practices and policies is general and lacks specific details. • There is a general description of data collection practices and policies and reporting details. 	<p style="text-align: center;">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> • Specific details are provided about negotiating outcomes and data collection practices and policies. • The description clearly details the type, frequency and methods associated with data collection practices and policies.
COMMENTS		<p>Points Possible for iii: 5 Points Awarded: _____</p>

Section III: Community and Neighborhood Program Narrative

A. Summary and Outline (20 points possible)		
<ul style="list-style-type: none"> i. Provide a summary of the community and neighborhood program to be developed with proposed funding for SFY20 (July 1, 2019 – June 30, 2020). ii. Outline, in detail the components of programming. iii. Include data to support the need for additional resources. 		
i. The entity provides a detailed summary of the community neighborhood program to be developed with proposed funding. (5 Points)		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • There is little or no description of the community neighborhood program. 	<p style="text-align: center;">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> • The entity describes the community neighborhood program, but it was lacking sufficient detail. 	<p style="text-align: center;">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> • The description of the community neighborhood program is detailed and appropriately addresses the community need.

COMMENTS	Points Possible for i: 5 Points Awarded: _____
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ii. The entity clearly outlines the components of the program to be developed with proposed funding. (10 Points)

Marginal (1-3 Points)	Somewhat Rigorous (4-7 Points)	Most Rigorous (8-10 Points)
<ul style="list-style-type: none"> There is little or no description of the program components. 	<ul style="list-style-type: none"> The entity describes the program components, but it was lacking sufficient detail. 	<ul style="list-style-type: none"> The description of the program components is detailed and appropriately addresses the community need.

COMMENTS	Points Possible for ii: 5 Points Awarded: _____
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iii. The entity includes data to clearly demonstrate the need for additional resources. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none"> The data does not demonstrate the need for additional resources. 	<ul style="list-style-type: none"> The entity lacks the data to clearly demonstrate the need for additional resources. 	<ul style="list-style-type: none"> The entity provides data that clearly demonstrates the need for additional resources.

COMMENTS	Points Possible for iii: 5 Points Awarded: _____
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B. Funding Gap and Leveraging (10 points possible)

- i. Outline the funding gap to justify the need for additional funding through the Homeless Shelter Cities Mitigation Restricted Account.
- ii. Describe how the entity is leveraging alternative funding for community and neighborhood programming related to homelessness.

i. The funding gap, justifying the need for additional funding is clearly described. (5 Points)

<p>Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • The funding gap justification is missing, unclear or weak. 	<p>Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> • The funding gap justification is vaguely described and is lacking detail to support the need for additional funding. 	<p>Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> • The funding gap justification includes sufficient details regarding the need for additional funding to mitigate the increased needs for public services.
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COMMENTS

Points Possible for i: 5
Points Awarded: _____

ii. The entity describes how they leverage alternative funding for community and neighborhood programming related to homelessness. (5 Points)

<p>Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • The description for leveraging alternative funding is missing, unclear or weak. 	<p>Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> • The description for leveraging alternative funding is vaguely described and is lacking detail. 	<p>Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> • The description for leveraging alternative funding details how they will address the community needs related to homelessness.
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COMMENTS

Points Possible for ii: 5
Points Awarded: _____

C. Reporting Measures and Outcomes (20 points possible)

Identify the intended outcomes related to the funding purpose and project. Narrative must include:

- i. Metrics used to evaluate the effective use of funding;
- ii. Baseline data; and
- iii. Description how data will be collected and tracked.

i. The entity clearly describes the metrics will be used to evaluate the effective use of funding. (10 Points)

Marginal (1-3 Points) <ul style="list-style-type: none">• The description for setting performance expectations in missing or unclear.	Somewhat Rigorous (4-7 Points) <ul style="list-style-type: none">• The description for setting performance expectations is vague or lacks detail.	Most Rigorous (8-10 Points) <ul style="list-style-type: none">• The description for setting performance expectations is clear and aligns with state and local Continuum of Care or Local Homeless Coordinating Committee priorities.
COMMENTS		Points Possible for i: 10 Points Awarded: _____

ii. The entity describes the baseline data that is used to evaluate the effective use of funding. (5 Points)

Marginal (1-2 Points) <ul style="list-style-type: none">• Description of current data collection practices and policies are missing or vague.• There is some mention of data collection practices and policies, but the type, frequency and methods unclear.	Somewhat Rigorous (3 Points) <ul style="list-style-type: none">• Description for current data collection practices and policies is general and lacks specific details.• There is a general description of data collection practices and policies and reporting details.	Most Rigorous (4-5 Points) <ul style="list-style-type: none">• Specific details are provided about negotiating outcomes and data collection practices and policies.• The description clearly details the type, frequency and methods associated with data collection practices and policies.
COMMENTS		Points Possible for ii: 5 Points Awarded: _____

iii. The entity clearly describes how outcome data will be collected and tracked. (5 Points)		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> Description of current data collection practices and policies are missing or vague. There is some mention of data collection practices and policies, but the type, frequency and methods unclear. 	<p style="text-align: center;">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> Description for current data collection practices and policies is general and lacks specific details. There is a general description of data collection practices and policies and reporting details. 	<p style="text-align: center;">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> Specific details are provided about negotiating outcomes and data collection practices and policies. The description clearly details the type, frequency and methods associated with data collection practices and policies.
COMMENTS		<p>Points Possible for iii: 10 Points Awarded: _____</p>

Section IV: Social Services Narrative

A. Summary and Outline (20 points possible)		
<ul style="list-style-type: none"> Provide a summary of the current social service resources in the community. Outline the need for additional resources for this purpose in SFY20 (July 1, 2019-June 30, 2020). Include data to support the need for additional resources. 		
i. The entity provides a detailed summary of the current social resources in the community. (5 Points)		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> There is little or no description of the current social service resources. 	<p style="text-align: center;">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> The entity describes the current social services, but it was lacking sufficient detail. 	<p style="text-align: center;">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> The description of the current social services in the community is detailed and appropriately addresses the community need.

COMMENTS		Points Possible for i: 5 Points Awarded: _____
<i>ii. Outline the need for additional resources for this purpose in SFY20 (July 1, 2019-June 30, 2020) (10 Points)</i>		
<p align="center">Marginal (1-3 Points)</p> <ul style="list-style-type: none"> There is little or no description of the need for additional resources. 	<p align="center">Somewhat Rigorous (4-7 Points)</p> <ul style="list-style-type: none"> The entity describes the need for additional resources, but it was lacking sufficient detail. 	<p align="center">Most Rigorous (8-10 Points)</p> <ul style="list-style-type: none"> The description of the need for additional resources is detailed and appropriately addresses the community need.
COMMENTS		Points Possible for ii: 10 Points Awarded: _____
<i>iii. The entity includes data to clearly demonstrate the need for additional resources. (5 Points)</i>		
<p align="center">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> The data does not demonstrate the need for additional resources. 	<p align="center">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> The entity lacks the data to clearly demonstrate the need for additional resources. 	<p align="center">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> The entity provides data that clearly demonstrates the need for additional resources.
COMMENTS		Points Possible for iii: 5 Points Awarded: _____

B. Funding Gap and Leveraging (10 points possible)

- i. Outline the funding gap to justify the need for additional funding through the Homeless Shelter Cities Mitigation Restricted Account.
- ii. Describe how the entity is leveraging alternative funding to address community needs related to homelessness.

i. The funding gap, justifying the need for additional funding is clearly described. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">• The funding gap justification is missing, unclear or weak.	<ul style="list-style-type: none">• The funding gap justification is vaguely described and is lacking detail to support the need for additional funding.	<ul style="list-style-type: none">• The funding gap justification includes sufficient details regarding the need for additional funding to mitigate the increased needs for public services.

COMMENTS

Points Possible for i: 5
Points Awarded: _____

ii. The entity describes how they leverage additional funds to address the community needs related to homelessness. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none">• The description for leveraging additional funding is missing, unclear or weak.	<ul style="list-style-type: none">• The description for leveraging additional funding is vaguely described and is lacking detail.	<ul style="list-style-type: none">• The description for leveraging additional funding details how they will address the community needs related to homelessness.

COMMENTS

Points Possible for ii: 5
Points Awarded: _____

C. Reporting Measures and Outcomes (20 points possible)

Identify the intended outcomes related to the funding purpose and project. Narrative must include:

- i. Metrics used to evaluate the effective use of funding;
- ii. Baseline data; and
- iii. Description how data will be collected and tracked.

i. The entity clearly describes the metrics will be used to evaluate the effective use of funding. (10 Points)

Marginal (1-3 Points)	Somewhat Rigorous (4-7 Points)	Most Rigorous (8-10 Points)
<ul style="list-style-type: none"> • The description for setting performance expectations in missing or unclear. 	<ul style="list-style-type: none"> • The description for setting performance expectations is vague or lacks detail. 	<ul style="list-style-type: none"> • The description for setting performance expectations is clear and aligns with state and local Continuum of Care or Local Homeless Coordinating Committee priorities.

COMMENTS

Points Possible for i: 10
Points Awarded: _____

ii. The entity describes the baseline data that is used to evaluate the effective use of funding. (5 Points)

Marginal (1-2 Points)	Somewhat Rigorous (3 Points)	Most Rigorous (4-5 Points)
<ul style="list-style-type: none"> • Description of current data collection practices and policies are missing or vague. • There is some mention of data collection practices and policies, but the type, frequency and methods unclear. 	<ul style="list-style-type: none"> • Description for current data collection practices and policies is general and lacks specific details. • There is a general description of data collection practices and policies and reporting details. 	<ul style="list-style-type: none"> • Specific details are provided about negotiating outcomes and data collection practices and policies. • The description clearly details the type, frequency and methods associated with data collection practices and policies.

COMMENTS

Points Possible for ii: 5
Points Awarded: _____

iii. The entity clearly describes how outcome data will be collected and tracked. (5 Points)		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • Description of current data collection practices and policies are missing or vague. • There is some mention of data collection practices and policies, but the type, frequency and methods unclear. 	<p style="text-align: center;">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> • Description for current data collection practices and policies is general and lacks specific details. • There is a general description of data collection practices and policies and reporting details. 	<p style="text-align: center;">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> • Specific details are provided about negotiating outcomes and data collection practices and policies. • The description clearly details the type, frequency and methods associated with data collection practices and policies.
COMMENTS		<p>Points Possible for iii: 5 Points Awarded: _____</p>

OVERALL PRESENTATION (5 POINTS POSSIBLE)		
<i>Proposal has been submitted as requested. The narrative is organized, detailed and clear for the evaluation committee to assess. (5 Points)</i>		
<p style="text-align: center;">Marginal (1-2 Points)</p> <ul style="list-style-type: none"> • There is a lack of sufficient detail about the program, answers are vague. • Information is not organized, clear or easy to find. 	<p style="text-align: center;">Somewhat Rigorous (3 Points)</p> <ul style="list-style-type: none"> • There are some details about the program, answers are general. • Most information is organized, clear and easy to understand. 	<p style="text-align: center;">Most Rigorous (4-5 Points)</p> <ul style="list-style-type: none"> • There is sufficient detail about the program, answers are complete and responsive. • Information is organized, clear and easy to understand.
COMMENTS		<p>Points Possible for Overall Presentation: 5 Points Awarded: _____</p>

TOTAL EVALUATION POINTS FOR HOMELESS SHELTER MITIGATION GRANT PROPOSAL

OVERALL COMMENTS	PERSONNEL FOR PUBLIC SAFETY SERVICES
	<p>A. PERSONNEL FOR PUBLIC SAFETY SERVICES – SUMMARY AND NEED – TOTAL Points Possible: 10</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>B. PERSONNEL FOR PUBLIC SAFETY SERVICES – DATA - TOTAL Points Possible: 20</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>C. PERSONNEL FOR PUBLIC SAFETY SERVICES – FUNDING GAP AND LEVERAGING– TOTAL Points Possible: 10</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>D. PERSONNEL FOR PUBLIC SAFETY SERVICES – REPORTING MEASURES AND OUTCOMES – TOTAL Points Possible: 20</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>OVERALL PRESENTATION – TOTAL Points Possible: 5</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>TOTAL Personnel for Public Safety Services Points Possible: 65</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	COMMUNITY AND NEIGHBORHOOD PROGRAM
	<p>A. COMMUNITY AND NEIGHBORHOOD PROGRAM – SUMMARY AND OUTLINE – TOTAL Points Possible: 20</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>B. COMMUNITY AND NEIGHBORHOOD PROGRAM – FUNDING GAP AND LEVERAGINE– TOTAL Points Possible: 10</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>C. COMMUNITY AND NEIGHBORHOOD PROGRAM – REPORTING MEASURES AND OUTCOMES – TOTAL Points Possible: 20</p> <p>TOTAL Points Awarded by Evaluator: _____</p>
	<p>OVERALL PRESENTATION – TOTAL Points Possible: 5</p> <p>TOTAL Points Awarded by Evaluator: _____</p>

TOTAL Community and Neighborhood Program Points Possible: 55

TOTAL Points Awarded by Evaluator: _____

SOCIAL SERVICES

A. SOCIAL SERVICES – SUMMARY AND OUTLINE - TOTAL Points Possible: 20

TOTAL Points Awarded by Evaluator: _____

B. SOCIAL SERVICES – FUNDING GAP AND LEVERAGINE– TOTAL Points Possible: 10

TOTAL Points Awarded by Evaluator: _____

C. SOCIAL SERVICES – REPORTING MEASURES AND OUTCOMES – TOTAL Points Possible: 20

TOTAL Points Awarded by Evaluator: _____

OVERALL PRESENTATION – TOTAL Points Possible: 5

TOTAL Points Awarded by Evaluator: _____

TOTAL Social Services Points Possible: 55

TOTAL Points Awarded by Evaluator: _____

DIRECT AND INDIRECT COSTS

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

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

AUTHORIZED WEB GRANTS SYSTEM USERS

**PERSONS AUTHORIZED TO SUBMIT
A CLAIM FOR REIMBURSEMENT UNDER THIS CONTRACT**

Name of Agency: _____

THIS IS TO CERTIFY THAT, AS OF THIS DATE, THE INDIVIDUALS LISTED BELOW ARE AUTHORIZED TO ACCESS THE WEB GRANTS SYSTEM AND SUBMIT A CLAIM OR REQUEST FOR FUNDS UNDER THIS CONTRACT:

Name

Title

Name

Title

Name

Title

Name

Title

I agree that it is my responsibility to notify the State in writing in the event any of the above-named individuals ceases employment at this agency or otherwise should have access to the Web Grants system restricted or denied. I further agree that it is my responsibility to notify the State of any individuals that the agency may desire to add to the above list.

Name

Title

Date