



Request for Proposal

City of Akron, Ohio
Emergency Solutions Grant (ESG) Program
RFP No. 2024DPUD_ESG_01

CITY OF AKRON, OHIO | DEPARTMENT OF PLANNING & URBAN DEVELOPMENT
166 SOUTH HIGH STREET, ROOM 400 | AKRON, OHIO 44308
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CITY OF AKRON

REQUEST FOR PROPOSALS

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM – FY 2024

Due Date: JUNE 20, 2024

The City of Akron is seeking proposals from qualified nonprofit organizations to provide homeless assistance services, including emergency shelter, street outreach, homeless prevention and/or rapid rehousing services and supportive services to families and/or individuals experiencing homelessness or have a three-day eviction notice.

The goal of this activity is to reduce the frequency and severity of homelessness in Akron.

The City of Akron has received an annual allocation of the Emergency Solutions Grant (ESG) Program for FY 2024. The City's 2024 allocation is \$527,670.

Maximum Request for funding per Project for FY2024:

Emergency Shelters:	\$ 200,000.00
Transitional Shelter *:	\$ 20,000.00
Street Outreach:	\$ 20,000.00
Homeless Prevention & Rapid Rehousing:	\$ 243,170.00

Eligible Activities: Emergency Shelter
 Transitional Shelter *
 Street Outreach
 Homeless Prevention
 Rapid Rehousing

* Transitional Shelter funding is limited to ESG-funded Transitional Shelter(s) funded in the previous year.

Project Start Date: January 1, 2024

Deadline: JUNE 20, 2024, 4:00 p.m.

Project Overview

The Emergency Solutions Grant (ESG) Program provides funds for the rehabilitation or conversion of buildings for use as emergency shelter for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters, street outreach for the homeless, homelessness prevention, rapid re-housing assistance, and related supportive services.

All ESG-funded Projects must comply with all requirements of the Code of Federal Regulations (CFR) and specifically Title 24 Part 576 Emergency Solutions Grants Program.

Qualifying Populations

An eligible individual or family is defined as a qualifying population if they meet one of the following criteria and are eligible to receive assistance or services funded through ESG program meeting additional criteria:

- Homeless or At Risk of Homelessness (24 CFR 576.2)
- Fleeing, or Attempting to Flee, Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking (24 CFR 276.2)

Initial Income Eligibility:

- The income of participating households must be verified before assistance is provided. Income limits are established by household size and revised annually by HUD. For initial income eligibility, a household qualifies for ESG assistance if its annual gross income does not exceed thirty percent (30%) of Area Median Income (AMI) indicated on the HOME Income Limits.

Annual Recertification Income Eligibility:

- The subrecipient must recertify family income, size, and composition at least every three (3) months. Income limits are established by household size and revised annually by HUD. A household may still be served with ESG so long as its income does not exceed thirty percent (30%) AMI after project entry. If at annual recertification a household's income exceeds thirty percent (30%) AMI, the household is no longer eligible for ESG, and assistance can no longer be provided. The subrecipient must give reasonable (minimum of 30 days) notice to the tenant and the owner.

Calculating Household Income:

- Household income: Household income under ESG-funded program must be calculated using the definition of annual income at 24 CFR Part 5 (Section 8).
- The subrecipient must determine annual income by reviewing source documents for at least two (2) months, evidencing annual income (for example, wage statement, interest statement, unemployment compensation) for the ESG-assisted household.
 - Income and asset source documentation for new ESG recipients is good for a six-month period. If ESG assistance is not provided before the six months has expired, the household's income eligibility must be reviewed again before assistance may be provided.
 - Income eligibility criteria must be met regardless of the type of ESG project operated by the subrecipient (e.g., Emergency Shelter, Street Outreach, Homeless Prevention, Rapid Rehousing).

Eligible Geography

Projects submitted in response to this RFP must be located within the Akron City corporation limits and service residents that live within the Akron City corporation limits.

Eligible Uses of Assistance

ESG program funds may be used to provide for the following activities (24 CFR 576.100):

- Emergency Shelters Operating costs and the essential services to homeless families and individuals in emergency shelters.
- Street Outreach projects.
- Homeless Prevention – housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in 24 CFR 576.2. Rental assistance to help pay the cost of monthly rent for up to nine (9) months.
- Rapid Rehousing - housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Rental assistance may be used to help pay the cost of monthly rent for up to nine (9) months.
- To pay security deposits.
 - Security deposit assistance may be provided, as long as the procedures in 24 CFR 576.105 are followed and regardless of whether the tenant is receiving on-going ESG-assistance.
 - The amount of a security deposit may not exceed the equivalent of two (2) month’s rent for the unit.

Eligibility for Funding

Funding eligibility is open to qualified nonprofit organizations that provide homeless assistance with a minimum of two (2) years of experience.

Additional Funded Application Expectations

- Applicants must certify they will utilize the Homeless Management Information System (HMIS).
- Applicants must certify they will participate in the Continuum of Care Coordinated Entry Program.
- Comply with Emergency Solutions Grant (ESG) Program regulations.
- Maximum funding requests are listed on page one of this Application. Administrative costs restricted to HP/RRH Projects only and restricted to 5% of the total budget.
- Benefit persons at or below 30% of Area Median Income.
- Organizations must provide 50% of eligible matching funds towards the project.

Requirements

Written agreements will be drafted between the City of Akron and selected organizations. Organizations not using the funding for the approved purpose will be required to reimburse the full award amount and may be subject to additional penalties. The City will review the status of applicants under the Federal Debarment and Suspension regulations. The applicant must sign a certificate of compliance with the Federal Debarment and Suspension regulations.

General program information can be found at [24 CFR Part 5](#), such as income and other eligibility issues. Program specific information can be found at [24 CFR Part 576](#), that speak to HQS and rent reasonableness.

The United States Department of Housing and Urban Development, State of Ohio and City of Akron realize ESG funds are considered High Risk. Organizations proposing projects utilizing these funds are subject to the scrutiny from all agencies listed above in addition to the United States Treasury Department and Federal Bureau of Investigation. Execution of an agreement between the awarded agency and the City of Akron will recognize additional monitoring and reporting by all governmental entities. Inability to perform in a timely fashion could result in default of the contract and suspension of funds.

Guidance and Format

1. A cover letter to provide a summary of your proposed project, including your name, mailing address, contact numbers and email address, and the amount of funds requested.
2. Emergency Solutions Grant (ESG) Program Application (ATTACHED): two hard copies of the application are required to be submitted. Deadline is listed in the Application.
3. Applicant agencies approved for ESG funding may be required to also submit an electronic copy of their Application and Required Application Documentation.

Proposal Evaluation and Selection

The Department of Planning and Urban Development shall review and evaluate proposals received and make its recommendations to the Director of Planning and Urban Development.

The City shall consider the following information when evaluating submitted proposals to determine which proposal, in the sole judgment of the City's administration, is in the best interest of the City:

The proposal best suited to complement the objectives of the ESG guidelines in a way that is financially sound and sustainable.

ESG proposals must be received no later than 4:00 p.m. EST on JUNE 20, 2024.

ESG proposals shall be labeled "2024DPUD_ESG_01" and delivered to:

City of Akron Department of Planning and Urban Development
Long Range Planning Division
166 South High Street, Room 401 (Municipal Building 4th Floor)
Akron, Ohio 44308
Attn: Helen Tomic, Manager, Long Range Planning

Please note that the City of Akron reserves the right to:

- Modify, waive, or vary terms of the RFP at any time, including and not limited to submission deadlines, and proposal requirements.
- Reject any or all proposals.
- Cancel or withdraw the RFP at any time.
- The City reserves the sole right to select the most qualified agency(s) based on the best overall value to the provision of providing rental assistance.

The following schedule represents the anticipated timeline for the selections of the RFP. If the need arises, the schedule may be altered by the City of Akron. During this process, the City may seek additional information from the responders. In addition, the City may choose to conduct interviews during the Review of Proposal period with any and/or all of the respondents, and may request that responders make a presentation of their proposal.

The estimated schedule is as follows:

RFP Distribution	May 10, 2024
RFP Open House	May 22, 2024
Proposal Due Date	June 20, 2024
Review of Proposals	June 21, 2024 – July 19, 2024
Award of Proposal	July 22, 2024

RFP Open House will be held on **May 22, 2024**, from **9:30 a.m. to 11:00 a.m.** at the following location:

**Summit Lake Community Center
380 W. Crosier Avenue
Akron, Ohio 44311**

All questions about this RFP should be directed by email to Helen Tomic (HTomic@akronohio.gov) and Deanna Cool (DCool@akronohio.gov). Questions should be submitted no later than May 24, 2024.

Miscellaneous

1. Respondent shall work with the City of Akron, prior to execution of a contract, to modify the project, if deemed necessary.
2. The City reserves the right to make no selection.
3. In submitting a response to this RFP and in the performance of any resulting award each respondent warrants that it has complied with and/or will comply with all federal, state, and local laws, ordinances, and lawful rules and regulation thereunder.

Respondents further agree:

- a. Not to discriminate against any employee or applicant for employment because of age, race, color, creed, religion, national origin, ancestry, disability, marital status, familial status, sex, gender (including gender identity) sexual orientation, or military status; and
 - b. That every subcontract related to the Project will contain a provision requiring non-discrimination in employment as specified above.
4. The respondent, by submitting a proposal, agrees that any cost it incurs in responding to this RFP or in support of activities/projects associated with this RFP, are to be borne by respondent and are not the responsibility of the City. The City will incur no obligation or liability whatsoever to anyone by reason of issuance of this RFP, or action by anyone relative thereto.

APPLICATION

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM
2024

The deadline to submit Applications is **THURSDAY, JUNE 20, 2024.**

Submit an original and one (1) complete copy to:

City of Akron Department of Planning and Urban Development
Long Range Planning Division
166 South High Street, Room 401 (Municipal Building 4th Floor)
Akron, Ohio 44308
Attn: Helen Tomic, Manager, Long Range Planning

Agency:

Project Name:

For Department Use Only
Received:

By:

CITY OF AKRON EMERGENCY SOLUTIONS GRANT PROGRAM – FY 2024

Proposed Activities:

Emergency Shelter Transitional Housing Street Outreach
 Homeless Prevention Rapid Re-housing

<p>Shelter Information:</p> <p>Number of Family Units: _____</p> <p>Total Number Family Beds: _____</p> <p>Total Number Individual Beds: _____</p> <p>Special Population Being Served: <input checked="" type="checkbox"/> If Serving</p> <p>Substance Abuse: _____</p> <p>Mental Health: _____</p> <p>Physically Disabled: _____</p> <p>HIV: _____</p>	<p>Projected Number to be Served per Year: 2024</p> <p># of Unaccompanied Men: _____</p> <p># of Unaccompanied Women: _____</p> <p># of Adult Couples without Children: _____</p> <p># of Single Parent Families: _____</p> <p># of Two Parent Families: _____</p> <p># of Accompanied Children Under 16: _____</p> <p>Emancipated Female Youth/Children Under 18: _____</p> <p>Emancipated Male Youth/Children Under 18: _____</p>
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<p>Projected Number to be Served per year: 2023</p> <p># of Unaccompanied Men: _____</p> <p># of Unaccompanied Women: _____</p> <p># of Adult Couples without Children: _____</p> <p># of Single Parent Families: _____</p> <p># of Two Parent Families: _____</p> <p># of Accompanied Children Under 16: _____</p> <p>Emancipated Female Youth/Children Under 18: _____</p> <p>Emancipated Male Youth/Children Under 18: _____</p>	<p>Actual Number Served in 2023:</p> <p># of Unaccompanied Men: _____</p> <p># of Unaccompanied Women: _____</p> <p># of Adult Couples without Children: _____</p> <p># of Single Parent Families: _____</p> <p># of Two Parent Families: _____</p> <p># of Accompanied Children Under 16: _____</p> <p>Emancipated Female Youth/Children Under 18: _____</p> <p>Emancipated Male Youth/Children Under 18: _____</p>
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<p>Average length of stay: _____ days</p> <p>Recidivism % - 2023 _____ Not to return to shelter.</p> <p style="padding-left: 100px;">2022 _____ Not to return to shelter.</p> <p style="padding-left: 100px;">2021 _____ Not to return to shelter.</p>

<p>Bed days – Annual</p> <p>Number of beds potential: _____ (total beds x 365)</p> <p>Number of beds provided: _____ (occupied beds per night x365)</p>

CITY OF AKRON
EMERGENCY SOLUTIONS GRANT PROGRAM – FY 2024
PROPOSAL OUTLINE

I. Statement of Problem (Limit one paragraph)

- A. Seriousness and extent of problem – Describe the general nature of the homelessness problem and its relative impact upon society.
- B. Causation factors – What factors do you believe contributed to the existence of the problem?
- C. Population at risk – What population group is most affected by the problem?

II. Project Description

- A. Description of Project:
- B. Purposes and Beneficiaries
 - 1. Type of Service – What are the specific services that this project provides? (For example, emergency shelter, essential services.) How are services designed to address client needs and achieve program goals?
 - 2. Impact Statement – Which of the causative factors (I.B. above) is this project designed to impact upon and in what manner?
 - 3. Target Population – What portion of the population at risk is to be served by this project?
- C. Relationship to Community Development – What is the relationship of this project to the City of Akron’s Consolidated Plan?
- D. Project Goal(s) – An ideal state or condition which the project aims to achieve on behalf of the target population.
- E. Objective – Those quantifiable steps that must be taken within a specified time period in order for project goals to be achieved. ***(Only list 2024-year objectives.)***
- F. Supportive Service Partners - Identify key supportive services provided by other agencies to clients in the program and the corresponding level of collaborative with each.
- G. Monitoring and evaluation – What method(s) will be used to monitor and evaluate the project? Please be as concise as you can in this section, as it will represent a basis for discussion regarding contract provisions.
- H. Access to benefits - Describe how the agency links clients to benefits for which they may be eligible, including how clients are assessed for potential eligibility for public assistance benefits and which staff conducts the assessment and provides benefits

linkage assistance. Describe how available resources (Ohio Benefit Bank) are used to make these links.

- I. Budget – Include a complete itemized budget statement. (Budget Sections at end).
 1. What will be the outcome of your program if we do not provide the requested funds?
 2. Delineate essential services and operating funds.
 3. Submit a Sources and Uses Statement.
 4. ESG funds should be allocated to Budget line items for expenses that the agency realistically expects to incur during the contract term. Amendments to the budgets will only be done for special or unforeseen circumstances.
- J. Describe how your agency considers the educational needs of children when families are placed in an emergency or transitional shelter.

III. Agency Accomplishments

Identify agency accomplishments and successes of the program in the past year.

(Number of clients served in 2022 and 2023, and services available to them, etc.)

Submit a current HMIS report showing data of clients served EACH month from previous year: January, 2023 thru December, 2023.

IV. Agency Information

- A. All agencies must be actively registered with the Federal System for Award Management (<https://www.sam.gov/SAM/>) to be eligible to receive ESG funding.
- B. Required Application Documentation: All agencies submitting proposals must also submit the following documentation:
 1. Certificate indicating 501c(3) status
 2. Proof of incorporation from Ohio Secretary of State (CERTIFICATE ONLY)
 3. Certificate of Good Standing from Ohio Secretary of State (CERTIFICATE ONLY)
 4. Articles of Incorporation
 5. **Certificate of Insurance and Insurance Endorsements, and Certificate of Ohio Worker's Compensation** as listed on the page "Additional Required Documentation – Insurance". Insurance coverage must start on or prior to January 1, 2024.
 6. *For all 501(c)(3) non-profit organizations:* a copy of the organization's most recently submitted audit. For agencies that do not have an annual audit completed, a Financial Statement for the previous year is required.
 7. Proof of Active SAM Registration.

8. Applicant's certification that the agency will utilize the Homeless Management Information System (HMIS).
9. Applicant's certification that the agency will participate in the Continuum of Care (CoC) Coordinated Entry Program.

V. Insurance (REQUIRED)

The Applicant Agency shall purchase and maintain at its own expense, or cause to be purchased and maintained at least the following minimum amounts of insurance with the City of Akron, Ohio identified as an additional insured on the policy or policies and said policy or policies shall provide for the insurer's notification to the City of Akron at least thirty (30) days in advance of any policy cancellation:

- (a) Commercial General Liability insurance in a combined single limit amount of not less than \$1,000,000 (per occurrence)/\$2,000,000 (annual aggregate). That insurance shall include, without limitation, bodily injury, personal injury and advertising injury, property damage, broad form property damage, and broad-form contractual liability arising from or relating to this Agreement. Commercial General Liability insurance for bodily injury and property damages including injuries resulting in death and including automobile liability insurance (if applicable) in a combined single limit amount of not less than \$1,000,000/\$2,000,000.
- (b) Owned, Non-owned and Hired Automobile Liability coverage minimum annual combined single limit, bodily injury, and property damage not less \$1,000,000. Such insurance shall cover and include liability arising from all vehicles owned by, hired by, or used by or on behalf of the Applicant Agency.

The Applicant Agency shall furnish to the City of Akron certificates and endorsements showing that the insurance described above is in full force and effect prior to the commencement of any work arising from or relating to any Agreement with the City of Akron and/or receiving funding from the City of Akron resulting from this application. The Applicant Agency shall further require the same amounts of insurance evidenced by certificates to the City of Akron from all subcontractors utilized under this any such Agreement.

The Applicant Agency shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash reimbursements from the City of Akron, Ohio.

The address to be listed on Insurance Documents for the **City of Akron** is: **166 S. High Street, Akron, Ohio 44308**. No Departments or Division may be listed.

VI. Indemnification

The Applicant Agency shall indemnify, defend and hold the City of Akron, Ohio, its agents, employees and representatives harmless from all claims or liabilities of any type or nature to any person, firm, or corporation, including any agents, employees, representatives and subcontractors of the Applicant Agency, arising from, or attributable to the work arising from or relating to any Agreement with the City of Akron and/or receiving funding from the City of Akron resulting from this application by the Applicant Agency itself or acting with others.

VII. Performance Measurement

By law, all Federal agencies are required to measure the outcomes of their programs. Additionally, program results are directly linked to funding decisions and public support for programs. HUD requires grantees to provide information on their achievements and investments since program objectives and activities are determined and implemented locally.

HUD Objectives and Outcomes:

The selection of objectives and outcomes is guided by the program purpose. For homeless programs, there are some common purposes and themes:

Objective: Provide a continuum of services that facilitates the transition of homeless to permanent housing.

Outcome: Availability for the purpose of creating a suitable living environment.

Performance Indicator:

- Number of homeless persons receiving emergency shelter
- Number of homeless persons receiving transitional shelter
- Number of homeless families (w/ children) receiving emergency shelter
- Number of homeless families (w/ children) receiving transitional shelter

The primary collection burden will be on service providers. ESG grantees are required to participate in HMIS data collection and reporting.

Data Required:

The data required from ESG grantees in the Performance Measurement System is relatively minimal. Grantees providing emergency or transitional shelter are required to report the total number of adults and children served on an annual basis. This should be an unduplicated count. The following data is also required:

Performance Measurements – Reporting: January, 2024 - December, 2024

The City of Akron and the Continuum of Care recognize the need to develop performance standards for the administration of the ESG program and all Continuum of Care projects (SHP and S+C). Listed below are basic standards identified by the City of Akron and the Continuum of Care, and they will continue to work on further developing these standards.

Emergency Shelters

- ____ Households served
- ____ New households served

- ___ Persons served
- ___ Persons who are homeless for the first time
- ___ Persons returning to homelessness
- ___ Bed nights in shelter
- 70% of the clients entering emergency shelters and who have successfully completed the program will attain safe housing following their stay.
___% of clients have successfully completed the program and attained safe housing.
- 50% of clients will maintain or increase total income (all adults).
___% of clients maintained or increased total income.
- 50% of clients will maintain or increase earned income (all adults).
___% of clients maintained or increased earned income.

Street Outreach

- ___ Persons served
- ___ Persons who are homeless for the first time
- ___ Persons returning to homelessness
- Other Performance Measurements to be determined based on project.

Transitional Housing

- ___ Households served
- ___ New households served
- ___ Persons served
- ___ Persons who are homeless for the first time
- ___ Persons returning to homelessness
- ___ Bed nights in shelter
- Increase the percentage of homeless persons moving from transitional housing to permanent housing to at least 80%.
___% of homeless persons moved from transitional to permanent housing.
- Increase the percentage of homeless persons employed at exit to at least 50%.

___% of homeless persons who were employed at exit.

- 50% of clients will maintain or increase total income (all adults).
___% of clients maintained or increased total income.
- 50% of clients will maintain or increase earned income (all adults aged 18-61).
___% of clients maintained or increased earned income.

Rapid Re-Housing

- ___ Households served
- ___ New households served
- ___ Persons served
- 75% of households will maintain housing for at least 6 months.
___% households maintained housing for at least 6 months.
- 50% of clients will maintain or increase total income (all adults).
___% of clients maintained or increased total income.
- 50% of clients will maintain or increase earned income (all adults aged 18-61).
___% of clients maintained or increased earned income.

Homeless Prevention

- ___ Households served
- ___ New households served
- ___ Persons served
- 75% of households will maintain housing for at least 6 months.
___% households maintained housing for at least 6 months.
- 50% of clients will maintain or increase total income (all adults).
___% of clients maintained or increased total income.
- 50% of clients will maintain or increase earned income (all adults aged 18-61).
___% of clients maintained or increased earned income.

Miscellaneous

Awarded agencies must be represented at the Summit County Continuum of Care monthly Steering Committee meetings on a regular and consistent basis. Awarded agencies must work with City staff in developing and implementing the City's Continuum of Care.

**CITY OF AKRON
EMERGENCY SOLUTIONS GRANT PROGRAM – FY 2024
BUDGET**

FUNDING SOURCES

Type	Amount	Identify Source of Match	Are the Funds Committed (Yes/No)
ESG Funds:			
Sources of Other Funds*			
Non-ESG HUD Funds:			
Other Federal Funds:			
State Government:			
Local Government:			
Private Funds:			
Other:			
Fees:			
Program Income:			
TOTAL:			

*Add additional lines if necessary

PROJECT EXPENSES

Cost Component	ESG Funds	Other Funds	Total Project Budget
Operating:			
Essential Services:			
Housing Stabilization & Supportive Services:			
Financial Assistance – HP:			
Financial Assistance – RRH:			
Administrative costs (HP/RRH only, and not to exceed 5%):			
Other:			
TOTAL:			

A. Description of Essential Services

Operations Sub-Category	ESG Amount	Brief Description of How Funds Will Be Used
Essential Services		
Case Management		
TOTAL:		

Description of Operating Funds: Operating costs include all expenses associated with the operation of an Emergency Shelter, Transitional Housing, or Street Outreach.

B. Description of Operating Expenses (Fill in only those categories that apply)

Operations Sub-Category	ESG Amount	Brief Description of How Funds Will Be Used
Office Supplies		
Food		
Utilities/Fuel		
Land, Building & Equipment Purchases		
Furnishing/Equipment		
Travel		
Rentals		
Repairs & Maintenance/Repair		
Motor Vehicles		
Security		
Other:		
TOTAL:		

ESG funds should be allocated to Budget line items for expenses that the agency realistically expects to incur during the contract term. Amendments to the budgets will only be done for special or unforeseen circumstances.

BUDGET: BUDGET SUMMARY
For Shelters or Street Outreach

	Budget Lines	ESG Funds	Other Funds	Total Funds
Line I	Personnel			
Line II	Consultants & Contracts			
Line III	Supplies			
Line IV	Insurance			
Line V	Utilities			
Line VI	Land, Building & Equipment Purchases			
Line VII	Travel			
Line VIII	Rentals			
Line IX	Repairs & Maintenance			
Line X	Motor Vehicles			
Line XI	Other			
	TOTAL:			