



AFFORDABLE HOUSING DEPARTMENT

REQUEST FOR PROPOSALS
DUE JUNE 29, 2009 – 4:00 P.M.



HOMELESSNESS AND RAPID RE-HOUSING PROGRAM (HPRP)

Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, Florida 33619
Attention: Joe Ann Lowden
Phone: (813) 246-3151

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OVERVIEW OF REQUEST FOR PROPOSALS (RFP) PROCESS

INTRODUCTION

Hillsborough County is issuing a Request for Proposals (RFP) with the availability of **\$685,761** of the County's total allocation of Homeless Prevention and Rapid Re-Housing Program (HPRP) funds. The HPRP program is funded by the U.S. Department of Housing and Urban Development under Title XII of the American Recovery and Reinvestment Act of 2009 to provide persons who are at risk of becoming homeless with temporary financial assistance to prevent them from becoming homeless, and also to provide persons who are homeless with housing relocation and stabilization services. HPRP funds are available only one time for a maximum 3-year period beginning September 30, 2009. **HPRP funding is available one time only and is not renewable.**

TENTATIVE RFP TIMELINE

May 27, 2009	RFP Advertised in Public Notice
June 9, 2009	Technical Assistance Workshop (2:00 p.m.)
June 29, 2009	Deadline for Proposals (4:00 p.m.)
July 7-8, 2009	Review Committee to convene and interview applicants
July 9, 2009	Review Committee makes recommendations to Director of the Affordable Housing Department.
July 10-20, 2009	Appeal Period
July 20, 2009	Director of Affordable Housing makes final recommendation of awards, pending HUD's approval of Substantial Amendment and receipt of grant award. Proposers are notified at this time of the funding recommendations.
September 2, 2009	BOCC approval of HPRP agreements, pending HUD's approval of Substantial Amendment and receipt of grant award.
September 30, 2009	Effective period for HPRP contracts begin. Term of HPRP contracts will be from September 30, 2009 through September 29, 2011.

ELIGIBLE APPLICANTS

Agencies receiving HPRP funds must meet the following requirements: 1) agency must be a private, non-profit organization with an IRS 501(c)(3) designation; 2) agency must have an office located in Hillsborough County close to public transportation; 3) agency must have been in operation for a minimum of two years

in the State of Florida; 4) agency must not be debarred or suspended from working on federally assisted projects (see <https://www.epls.gov/>); 5) agency must be able to utilize the Homeless Management Information System (HMIS) administered by the Homeless Coalition of Hillsborough County; and 6) agency must submit a completed Application Cover Checklist and Application.

DEADLINE

Proposals are due no later than 4:00 p.m. Monday, June 29, 2009 and must be date stamped by the Affordable Housing Department for official time received. Proposals are to be submitted at:

Hillsborough County
Attention: Joe Ann Lowden
Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619

Proposals submitted by fax or email will not be accepted.

TECHNICAL ASSISTANCE WORKSHOP

Attendance of the Technical Assistance Workshop will be mandatory for any organization submitting a proposal in response to this Request for Proposal (RFP). At this workshop, staff will provide an overview of how to properly write a business plan and will be available to answer any questions regarding program requirements. This workshop will be held:

DATE: Tuesday, June 9, 2009
TIME: 2:00 p.m.
LOCATION: Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619

RFP REVIEW PROCESS

All responses to this RFP will be reviewed by a Review Committee. The Committee will perform a preliminary review of all proposals, with a follow-up interview of each applicant. At the interview, applicants will be required to make a 3 to 5 minute presentation on the merits of their project. The presentation will be followed by a question and answer session conducted by the Review Committee. These presentations will be open to attendance by the public and other applicants.

It is the responsibility of the Review Committee to ensure that each proposal contains all the information and documents required to verify that the proposal is appropriate for HPRP funding. This committee evaluates the content of the proposals and determines:

- Whether the proposed project appropriately addresses the identified needs;
- Whether the proposed project complies with existing state and county laws, ordinances, regulations and policies;
- Feasibility of timely implementation of the project; and
- Whether cost estimates appear to be accurate.

If a proposal is determined to be ineligible, the Proposer is informed and the proposal is withdrawn from consideration. The Review Committee will evaluate proposals based on information provided in the original submission, but have the option of requesting additional information for clarification purposes.

EVALUATION CRITERIA

All eligible, complete proposals will be reviewed and ranked by a Review Committee. Proposals will be reviewed and scored on a competitive basis relative to the evaluation criteria below. The maximum possible score is 100.

CRITERIA	MAXIMUM POINTS
Organizational Experience and Capacity	20
Statement of Need	15
Project Description	25
Financial Records	15
Budget and Budget Narrative	25
Total Points	100

AWARD RECOMMENDATIONS

Following the review of the proposals, the committee will develop a listing of all HPRP proposals received. The listing containing the information below shall be presented to the Director of Affordable Housing for consideration.

- a. Eligible proposals recommended for funding;
- b. Eligible proposals which are not recommended for funding, but listed as "alternatives;" and,
- c. Proposals which do not comply with requirements outlined in this RFP.

The Review Committee will make initial recommendations to the Director of the Affordable Housing Department. The Director of the Affordable Housing Department will, in turn, make final recommendations to the Hillsborough County Board of County Commissioners through agreements.

If the County has committed funds to a project that can no longer proceed for any reason, the County reserves the right to redistribute funds to the next highest

ranked Proposer. At the County's discretion, the funding commitment may be increased based on funding availability and need.

DISCLAIMER

The County reserves the right to: 1) accept or reject any or all proposals received; 2) waive any non-substantive deficiency or irregularity; 3) negotiate with any qualified Proposer; 4) award a contract in what it believes to be the best interest of the County; 5) cancel this request, in part or its entirety, if it is deemed to be in the best interest of the County; 6) reject the Proposal of any Proposer who has previously failed to perform properly; 7) reject the Proposal of any Proposer who has failed to complete a contract within the specified timeframe; 8) reject the Proposal of any Proposer that is not in a position to fulfill a resulting contractual obligation. This Request for Proposals (RFP) does not commit the County to award any contract, pay any pre-award expenses, or pay any costs incurred in the preparation of a Proposal.

APPEAL PROCESS

In the event a Proposer (1) did not submit a complete proposal and will not be considered for funding, (2) is ineligible to receive funding for their proposal, or (3) was not recommended for funding by the Review Committee, the Affordable Housing Department will notify the Proposer in writing. This notice will be sent via certified mail with the return receipt requested.

If the Proposer wishes to object, it must do so not later than five working days from the date the letter was sent by sending a letter to the Director of the Affordable Housing Department that includes all pertinent documents and information necessary to support the Proposer's position.

If the Affordable Housing Department receives an objection within the five (5) working day period, the appropriate staff will review the objection and provide a recommendation to the Director of the Affordable Housing Department.

If the Director of the Affordable Housing Department concurs with the Proposer, the Proposer will be notified, and the process will be concluded.

If the Director of the Affordable Housing Department does not concur with the Proposer, the Proposer will be notified in writing of the decision and that it may appeal to the Affordable Housing Officer. This notice will be sent via certified mail with the return receipt requested.

If the Proposer wishes to appeal to the Affordable Housing Officer, it must do so not later than five working days from the date the letter was sent by sending a letter to the Director of the Affordable Housing Department, requesting that the appeal be forwarded to the Affordable Housing Officer.

If the Department receives the appeal within the five (5) working day period, the appropriate staff will review the appeal and the Director of the Affordable Housing Department will provide information for review by the Affordable Housing Officer.

If the Affordable Housing Officer concurs with the Proposer, the Proposer will be notified, and the appeal process will be concluded.

If the Affordable Housing Officer does not concur with the Proposer, the Proposer will be notified in writing of the County's intent to proceed. The Affordable Housing Officer's response will constitute the Proposer's final administrative action with regard to its appeal.

If a Proposer fails to object or respond at any point in the process, that Proposer waives its rights to appeal. Objections or responses received after the five (5) day time period will not be considered.

The Director of the Affordable Housing Department has the authority to determine whether or not a recommendation will be deferred pending the outcome of a protest.

OVERVIEW OF HPRP PROGRAM REQUIREMENTS

ELIGIBLE ACTIVITIES

Funds provided through this RFP process must be utilized for three of the four categories of eligible activities for the HPRP program: financial assistance, housing relocation and stabilization services, and data collection and evaluation.

(1) Financial assistance is limited to the following activities: short-term rental assistance; medium-term rental assistance; security deposits; utility deposits; utility payments; moving cost assistance; and motel and hotel vouchers.

(2) Housing relocation and stabilization services may be services that assist program participants with housing stability and placement. These services are limited to the following eligible activities: case management; outreach and engagement; housing search and placement; legal services; and credit repair.

(3) Data Collection and Evaluation including costs associated with operating HUD-approved Homeless Management Information System (HMIS) for purposes of collecting unduplicated data.

A proposal that does not address at least categories (1) and (2) above is ineligible. **PLEASE NOTE: all eligible costs, including staff costs, must be directly linked to one of the three categories above.**

INELIGIBLE ACTIVITIES

The following is a partial listing of ineligible activities in response to this RFP. For more detailed information, please refer to HUD's March 19, 2009 guidance.

- Mortgage payments;
- Construction or rehabilitation;
- Credit card bills or other consumer debt;
- Car repair or other transportation costs;
- Travel costs;
- Food;
- Medical or dental care and medicines;
- Clothing and grooming;
- Home furnishings;
- Pet care;
- Entertainment activities;
- Work or education related materials;
- Cash assistance to program participants (i.e. all financial assistance payments go to 3rd parties – landlords, utility service providers, etc.)

COMPLIANCE WITH APPLICABLE LAWS, RULES, AND HUD REGULATIONS

Applicants who are awarded funding must act in accordance with the following applicable laws, rules, and regulations for HUD programs:

- **Department of Housing and Urban Development Homeless Prevention and Rapid Re-Housing Program rules under the American Recovery and Reinvestment Act of 2009.**
- **Homeless Prevention and Rapid Re-Housing Program Certifications** regarding: the City of Tampa Consolidated Plan; consistency with the City's Consolidated Plan; confidentiality requirements; discharge policy; and Homeless Management Information System (HMIS).
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act**, the regulations issued following Title VI of the 1964 Civil Rights Act and **Section 109** of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and administer all programs and activities in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108**, the regulations issued following Executive Order 11063 and Executive Order 12892 which prohibits discrimination and promotes equal opportunity in housing.
- **24 CFR Part 24**, the regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements; issued according to Executive Order 12459.
- **24 CFR Part 49**, regulations on eligibility restrictions for certain resident aliens.

- **24 CFR Part 58**, the regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.
- **24 CFR Part 7 and 41 CFR Part 60**, regulations on equal employment opportunity without regard to race sex, color, religion, age, national origin, and disability in federally assisted construction contracts.
- **24 CFR Part 84 and OMB Circular A-110**, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Non-Profit Organizations. These regulations include the Conflict of Interest provision under 24 CFR 84.42 and 570 as it applies to procurement.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)**, regulations for restrictions on lobbying and required certifications.
- **36 CFR Part 800**, the regulations outlining the procedures for the protection of historic and cultural properties.
- **Administrative Procedures**, rules issued by the City of Tampa in relation to process and procedures.
- **Affirmative Action**, the City of Tampa requires that all awards/contracts exceeding or that can be reasonably expected to exceed a total of \$10,000.00 over any period, when the agency has fifteen or more employees; and/or all awards/contracts exceeding or that can be reasonably expected to exceed a total amount of \$50,000.00 over any period and regardless of the number of employees must comply with the City's Equal Employment Opportunity and Affirmative Action Ordinance.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)**, the regulations that prohibit discrimination on the basis of age.
- **Chapters 81 and 84, of the Health and Safety Code**; Title VIII, subtitle D of the Cranston-Gonzalez National Affordable Act of 1990, and 24 CFR Part 50.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)**, regulations and provision that requires compliance with all applicable standards, orders, or regulations issued following the rule.
- **Copeland "Anti-Kickback" Act** (18 U.S.C. 874 and 40 U.S.C. 276c), the regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance with the Copeland "Anti-Kickback" Act.
- **Executive Order 13170**, regulations on increasing opportunities and access for Disadvantaged Businesses.
- **HUD requirements**, all other required reports, circulars, and procedures when applicable.
- **National Affordable Housing Act** (NAHA) PL 101-625.
- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988**, the regulations for proposed projects and properties located in a floodplain.

- **OMB Circular A-122**, regulations that identify cost principals for nonprofits.
- **OMB Circular A-133**, regulations concerning annual audits.
- **Residential Lead Based Paint Hazard Reduction Act of 1992**, the regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead base paint hazards.
- **Section 3 of the U.S. Housing and Urban Development Act of 1968** providing for economic opportunities for low and very low local residents in connection with assisted projects.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41**, the regulations that sets forth policies and procedures for the enforcement of standards and requirements for accessibility for disabled persons. The Architectural Barriers Act of 1968 and the American with Disabilities Act provide additional laws on accessibility and civil rights to individuals with disabilities.
- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**, policies that provide for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) (42 U.S.C. 4601), and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

CONTRACT PROCEDURES FOR SUCCESSFUL BIDDERS

Mandatory training is held for subgrantees following a Notice of Award to provide information that will enable them to carry out their contractual responsibilities. Information is given on the proper completion of financial reports and the proper documentation required for reimbursements.

The Affordable Housing Department will monitor all subgrantees to ensure program compliance. Monitoring is an ongoing process that assesses the quality of program performance over the duration of the contract. Monitoring provides information for making informed judgment about program effectiveness and management efficiency, as well as identifies internal weaknesses that may contribute to fraud or abuse. The procedures established are to ensure program compliance with the requirements of the County and other applicable laws and regulations.

- **Desk Monitoring:** Desk monitoring is the review of pertinent program/project documents submitted by the subgrantee or by internal departments. Staff uses the contract agreement and its amendments as a basis for conducting the desk monitoring of specific projects. Quarterly reports and reimbursement requests forms submitted by the subgrantee is the primary information used by the staff for desk monitoring. Desk monitoring also includes a self-monitoring component where an audit of the department files is conducted through a data collection tracking system to ensure complete and accurate documentation is being maintained.

- **Internal & Onsite Monitoring:** Internal and onsite monitoring may include, but is not limited to: 1.) Review of program and financial records, 2.) Project files to verify supporting documentation is available and maintained, and 3.) Internal policies and procedures as applicable to the program. Onsite reviews will be conducted annually to assess capabilities of the subgrantee and its staff in implementing projects in accordance to the terms of the contract agreement.
- **Quarterly Reports:** Quarterly reporting is a requirement of the contract agreement. The information contained in the quarterly reports permits County staff to monitor program and financial performance of the subgrantee and allows early identification of potential compliance problems. The quarterly reports are required to be submitted regardless of the level of activity or expenditure.

PROPOSAL INSTRUCTIONS AND CONTENT

- Please keep responses to questions as brief and concise as possible.
- All forms need to be submitted in a typed format.
- Each proposal should be submitted with **one original and four copies**, three-hole punched at the left side. Please insert section dividers. It is not necessary to attach a cover letter.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or contribution (financial or in-kind) that they will make.
- If your organization is submitting more than one application, please prioritize each project by attaching a list of all projects submitted in a prioritized order.
- Proposals should follow the established outline and instructions and will be compiled in the order provided on the proposal checklist.
- The proposal section being addressed should be cited and quoted prior to the response. Attachments should be submitted at the end of the applicable section.
- Proposals must be submitted on standard 8 ½" x 11" paper, consecutively numbered pages. No handwritten submittals will be accepted. All pages must be one-sided submissions.
- The original must contain original signatures.
- Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.
- Proposals will be evaluated based on information provided in the submitted application. Omitted information will not be accepted unless clarification is requested by the Review Committee.
- Templates are provided for certain attachments and exhibits. Please use these templates. All other attachments must be developed and provided by the applicant.

All proposals are due to the Affordable Housing Department by 4:00 p.m., Monday, June 29, 2009.

Any questions, or need for further information, should be directed to:

Name	Phone	Email
Joe Ann Lowden	(813) 246-3151	lowdenj@hillsboroughcounty.org
Maureen Calderaro	(813) 274-6657	calderarom@hillsboroughcounty.org

**Affordable Housing Department
1208 Tech Boulevard, Suite 300
Tampa, FL 33619**

PROPOSAL CHECKLIST

Applicant Name: _____

Project Title: _____

Project Location: _____

A complete proposal packet will include the following items and must be presented in the following sequence:

_____ Tab 1: Proposal Checklist (signed at the bottom, with initials beside each item), Project Summary Form, and Table of Contents (see Business Plan Outline)

_____ Tab 2: Executive Summary of the Business (see Business Plan Outline)

_____ Tab 3: Business History (see Business Plan Outline)

_____ Tab 4: Services / Projects (see Business Plan Outline)

_____ Tab 5: Industry, Competition, and Market (see Business Plan Outline)

_____ Tab 6: Operation (see Business Plan Outline)

_____ Tab 7: Management, Organization, and Ownership (see Business Plan Outline)

_____ Tab 8: Financial (see Business Plan Outline); Attachment A - Project Operating Budget Form; Attachment C - Performance Measurement System; and Budget Narrative that demonstrates a clear, rationale justification for the funding request.

_____ Tab 9: Attachment B: Board of Directors plus all associated Exhibits

_____ Tab 10: Attachment D: Request for Funding Form (use template provided)

Supporting formats and templates follow.

Signed By

Submitting Official Title

PROJECT SUMMARY FORM

Project Title: _____

Project Location: _____

APPLICANT INFORMATION:

Name: _____

Address: _____

Contact Person: _____ Phone: _____

Email Address: _____ FAX: _____

Tax ID Number: _____ Yr Incorporated _____

PROPOSAL:

Hillsborough County's HPRP funds will be used specifically to pay for the following items:

Funding requested of the City of Tampa for Homeless Prevention:	\$
Amount of funding requested of the City of Tampa for Rapid Re-Housing:	\$
Amount of funding requested of Hillsborough County for Rapid Re-Housing:	\$
Total Project Cost:	\$

PROJECT SUMMARY (2 to 3 sentence summary):

Business Plan Outline

The following is a draft outline of the Business Plan Format to be used in the preparation of your Business Plan as required by Board of County Commissioners under BOCC Policy #04.05.00.00 adopted March 2006.

1. Table of Contents

2. Executive Summary of the Business (no more than 2 pages)

- 2.1 Provide a summary of the business.
- 2.2 Provide a summary of your business's mission.
- 2.3 Provide a summary of the Products/Services offered.
- 2.4 Provide a summary of the industry and your position within the industry.
- 2.5 Describe the nonprofit status and terms with the IRS (when did you/will you be classified as a public charity). Include your Certificate of Good Standing from the State. Include the federal EIN for the charity.
- 2.6 Provide a brief summary of key staff and Executive Director.
- 2.7 The request: Describe the purpose of the project and accomplishments expected once completed.

3. Business History

- 3.1 Describe how, when, and why the business was created.
- 3.2 Provide the Mission Statement of the business.

4. Services/Projects (i.e. Project Description)

- 4.1 Provide details of the services offered. **Identify the specific HPRP eligible activities proposed.**
- 4.2 Provide details of the recipients of the services.
- 4.3 Provide the benefits derived by the recipients of the services.
- 4.4 N/A
- 4.5 N/A

5. Industry, Competition, and Market

- 5.1 Provide details on the strategy--historical & projected.
- 5.2 Provide details on your customers--historical & projected.
- 5.3 Provide details on your market size--historical & projected **(i.e. Statement of Need) Please identify and describe existing and projected needs to be addressed by the project as well as the methods and data sources used to identify and verify the need for this project).**
- 5.4 Provide details on your competition--nature & number. **Also describe your roles and responsibilities in collaborative partnerships with other agencies that serve the homeless.**
- 5.5 Provide details on the available market.
- 5.6 Provide details on your method of sales **(i.e. planned community outreach efforts and how clients will be referred to the program).**
- 5.7 Provide details on your method of determining the pricing of your product.
- 5.8 Provide details on your customer service.

6. Operation

- 6.1 Describe the business's overall operating plan.
 - 6.2 Provide a synopsis of your management reporting system/s. **Describe your agency's capacity and experience with utilization of the local Homeless Management Information System (HMIS).**
7. Management, Organization, Ownership
- 7.1 Describe the management of the business by function and show the line of reporting throughout the business.
 - 7.2 Describe and show the organizational structure and ownership of the business, current and future.
 - 7.3 Provide the information on who has the authority to execute documents for the Board of Directors.
 - 7.4 Provide bios for your key staff and Executive Director as it relates to the **implementation of the HPRP Rapid Re-Housing Program. Also provide evidence of demonstrated ability to perform to the requirements of Federal Regulations (i.e. monitoring reports received in the past two years from local, State, or Federal funding agencies).**
 - 7.5 Provide information on the planned training of key staff.
8. Financial
- 8.1 Provide audited historical financial statements for the most current 3 fiscal years.
 - 8.2 Provide a pro forma breakeven analysis for 5 years, with assumptions used.
 - 8.3 Provide pro forma best case, worst case and most likely case income statements, and balance sheets for 5 years, with assumptions used.
 - 8.4 N/A.
 - 8.5 Provide the performance measures to be used for the new project.
9. Appendixes

Attachment A: Project Operating Budget Summary Form

Project Title: _____

Project Location: _____

Functional Budget Categories	Project Cost Estimates	HPRP Rapid Re-Housing Funds		Other Funds	
		County \$	City \$	Amount	Source
Financial Assistance (specify)					
Housing Relocation / Stabilization (specify)					
Data Collection					

BUDGET CAN BE EXPANDED TO INCLUDE MORE OPTIONS AND DETAILS.

Attachment B: Board of Directors

If applicable, give a brief history of the board. Discuss the election and removal of officers, the duties and the exercise of powers. Provide a Board roster include name, address, affiliation and position. Using the template provided, complete a board characteristics and skills checklist. Provide the resume of the Executive Director and all senior administrators.

Attachment B should additionally include the following Exhibits:

- **Exhibit 2:** Code of Conduct - Include a copy of the Code of Conduct listing prohibited behavior for board members, Executive Director, and employees.
- **Exhibit 3:** Policies and Procedures for Employees
- **Exhibit 4:** Bylaws - Provide a copy of the current board approved operating bylaws
- **Exhibit 5:** Minutes – Provide a copy of minutes authorizing submittal of an application for Hillsborough County funding.
- **Exhibit 6:** Organizational Chart – Provide a copy of the organization chart and succession in Executive Director's absence
- **Exhibit 7:** Letters of commitment from collaborating agencies (if applicable)

BOARD CHARACTERISTICS

Organization _____

Race	Female	Male	Total	Executive Committee
Asian				
American Indian/Alaskan Native				
Black/African American				
White				
Other				
Ethnicity				
Hispanic				
Non-Hispanic				

Occupation	Female	Male	Total	Executive Committee
Business/Industry				
Civic				
Education				
Government				
Health				
Organized Labor				
Professional				
Religious				
Retired				
Social Services				
Other				

Length of Service	Total
20 years or more	
10-19 years	
7-9 years	
3-6 years	
Less than 3 years	

Board Attendance	Total
Maximum Size Board	
Average number of vacancies in last 12 month	
Average attendance in last 12 month	

Attachment C: Performance Measurement System

Project Title: _____

OBJECTIVE

HUD has identified three objective categories:

- **Suitable Living Environment:** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
- **Decent Housing:** designed to cover the wide range of housing possible under HOME, CDBG, or ESG. This objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort.
- **Creating Economic Opportunities:** applies to the types of activities related to economic development, commercial revitalization, or job creation.

OUTCOME:

HUD has identified three outcome categories:

- **Availability/Accessibility:** This outcome category applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the affordable basics of daily living available and accessible to low- and moderate-income people where they live.
- **Affordability:** This outcome category applies to activities that provide affordability in a variety of ways in the lives of low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities:** This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Rapid Re-Housing is classified as:

Objective: Affordability **Outcome:** Decent Housing

Provide a summary of the proposed outputs (i.e. type of service provided, units of service provided, target population to be served, number of unduplicated persons or households to be served, and direct benefit received from the service provided).

Attachment D: Request for Funding Form

Organization: _____

Project Title: _____

\$ Funding Requested _____

Certification

This certifies that it understands that if funding is approved by the Hillsborough County Board of County Commissioners, the organization will enter into an Agreement with the Board and must meet all programmatic and fiscal contractual requirements deemed appropriate by the County (including insurance requirements). The organization also agrees to comply with all requirements and conditions to provide documentation supporting the application.

The organization certifies that the information contained in this Application is true and complete. It is also understood that if an organization provides false, incorrect information and misrepresentation in their application it will automatically disqualify the organization. Funds will not be released until all requirements have been met, the U.S. Department of Housing and Urban Development has released the funds, environmental reviews have been completed, and agreements have been fully executed between all parties.

The Application is submitted under the authority of:

Signature of Chairperson or Executive Director

Typed Name of Certifying Official

Date Signed