



*Department of Human Services*

**FY 2022 Human Services Grant Program**

***Request for Proposals***

***Due June 24, 2021***



**Key Dates and Notices**

- The solicitation period is May 25, 2021 through June 24, 2021.
- **A Pre-proposal Informational "Zoom" Video Conference Call for applicants will be held on Tuesday, June 08, 2021 at 10:00 a.m.**
  - Parties interested in responding to this RFP should plan to participate. To register for the call applicants must submit the name and email address of their representative to [dana.vaughan@norfolk.gov](mailto:dana.vaughan@norfolk.gov) by **no later** than June 04, 2021.
- Questions regarding the FY2022 HSG application can be submitted to [dana.vaughan@norfolk.gov](mailto:dana.vaughan@norfolk.gov) between May 25, 2021 and June 10, 2021.
- **The deadline for submitting completed applications is 4:30 PM on Thursday, June 24, 2021.** Applications submitted after the deadline will not be considered for funding.
- Applications must be saved as a Word or PDF document and emailed to:  
Norfolk Department of Human Services  
Dana Vaughan, Business Manager  
[dana.vaughan@norfolk.gov](mailto:dana.vaughan@norfolk.gov)
- Applicants approved for funding will be notified on or about Friday, August 20, 2021.
- The FY2022 Human Services Grant (HSG) period will be October 1, 2021 through September 30, 2022.
- Applications are limited to \$50,000 per proposal.

**City of Norfolk Department of Human Services  
FY 2022 Human Services Grant (HSG) Program**

Table of Contents

I. Introduction .....	1
II. Eligibility, Available Funds and Contract Period .....	1
III. Timetable .....	2
IV. Program Priorities .....	2
V. Guidelines, Requirements and Performance Measures .....	4
VI. RFP Questions .....	5
VII. Budget.....	6
VIII. Award Methodology .....	7
IX. Notification of Award.....	8
X. Reporting Requirements .....	8
XI. Administration of Contracts .....	8

## **I. INTRODUCTION**

This Human Services Grant (HSG) Request for Proposals (RFP) is for the Fiscal Year (FY) 2022. Approximately \$600,000 in General Revenue Funds are anticipated to be available to award through a competitive process. This RFP is applicable for one-year grants for FY 2022 and should not be considered as a "continuous funding stream" or "guaranteed" funding for such purposes in the future. Current HSG recipients must apply to receive funding in FY 2022.

The goal of the HSG program is to advance the City Council's priorities in the areas of housing, work training, education, and public safety for our most vulnerable residents. Specifically, to provide resources for **direct services** to Norfolk's at-risk populations of children, families, the elderly and disabled residents, those who are impoverished and those experiencing homelessness. This can, where applicable, include activities to support households who continue to be impacted by the pandemic.

Awards are limited to \$50,000 per eligible direct service application as described under Program Priorities.

## **II. ELIGIBILITY, AVAILABLE FUNDS, AND CONTRACT PERIOD**

### **A. Eligibility**

Eligible applicants must demonstrate that they have been providing services for a minimum of three (3) years, have an IRS designation of 501(c) (e.g., (3), (4), (6)) or be a department of the City of Norfolk. A copy of the IRS letter of designation must be attached to the application.

Proposals that represent collaborations and partnerships involving more than one organization are encouraged. Such collaborations and partnerships may be public-private or multi-jurisdictional (i.e., with the State or other cities). One partner must be designated as the lead applicant.

An applicant must submit a proposal to provide resources which enhance the availability of human service programs for at-risk Norfolk residents as described under Section IV. Program Priorities.

### **B. Available Funds**

Approximately \$600,000 in FY 2022 General Funds are anticipated to be available for competitive awards to applicants. All grant funds shall be awarded to **established** programs to **reimburse** eligible expenses that increase the capacity and outcomes of programs that improve the lives of Norfolk's at-risk populations of children, families, elderly and/or disabled residents, the impoverished and those experiencing homelessness. Applicants must demonstrate how funds will be used to provide direct services to these populations residing in the City of Norfolk and how the measurable program outcomes will improve the lives of those served. Applicants should ensure that all costs can be encumbered by the contract end date.

### **C. Contract Period**

Grants will be awarded for a period of 12 months from October 1, 2021 to September 30, 2022.

### III. TIMETABLE

Issuance of RFP:	<b>May 25, 2021</b>
RFP Information Session:	<b>June 08, 2021 @10:00a.m. via "Zoom" teleconference. RFP questions may be submitted between May 25 and June 10</b>
Application Deadline:	<b>4:30 P.M. June 24, 2021 (Late entries will be returned)</b>
	<b>Applications must be emailed to:</b>
	Norfolk Department of Human Services Dana Vaughan, Business Manager <a href="mailto:dana.vaughan@norfolk.gov">dana.vaughan@norfolk.gov</a>
Award Announcements:	<b>On or about August 20, 2021</b>
FY2022 Contract Period:	<b>October 01, 2021 thru September 30, 2022</b>

### VI. PROGRAM PRIORITIES

All grant funds shall be awarded to established programs to **reimburse** eligible expenses which increase organizational capacity and produce measurable outcomes that clearly improve the lives of Norfolk's children, families, the elderly and/or disabled residents, the impoverished and those experiencing homelessness. Priority services for HSG funding are as follows:

#### A. Housing Stabilization Services

To assist households exiting homelessness or to secure and/or maintain permanent housing for those experiencing homelessness.

1. Provide housing stabilization services to participants in housing programs such as, but not limited to, the City of Norfolk's Tenant Based Rental Assistance (TBRA) programs or the Fostering Youth to Independence (FYI) program.

Stabilization services must be available throughout the participation period as designated by the program. Priority in this category will be given to proposals serving chronically homeless households, veterans, youth, single adult individuals, families with children who have been experiencing homelessness for long periods, and/or those impacted by the St. Paul's area transformation and are ineligible for other resources.

2. Housing broker and support services to assist with securing housing for vulnerable populations. Proposals should increase the availability of housing location/broker services to identify and secure rental units in coordination with potential clients, potential landlords, and housing focused case management services.

*Applicants proposing to serve people experiencing homelessness must demonstrate their involvement in the Southeastern Virginia Homeless Coalition (SVHC) Continuum of Care and agree, where appropriate, to fully participate in the SVHC's Service Coordination Committee process. Such participation includes the use of the appropriate VI-SPDAT assessment tool; prioritization of SVHC clients through the SVHC's Service Coordination Committee process for placement in Permanent Supportive Housing (PSH), Transitional Housing (TH), Rapid Rehousing (RRH) and TBRA programs. Also, homeless service providers must enter project data into the SVHC's HMIS system.*

## **B. Self-Sufficiency Services and Supports**

To assist vulnerable populations including the aged, disabled, the impoverished and/or those continuing to suffer the effects of COVID-19 by providing basic needs, job training, and employment services.

1. Expand access to career development programs, workforce training and employment opportunities for at risk populations.
2. Provide access to medications for at-risk populations by leveraging available funds through partnerships with low-cost/free medication programs.
3. Provide access to low cost/efficient public and private transportation alternatives which assist people experiencing homelessness to reach essential services.
4. Expand access to nutritional food items such as fresh vegetables and fruit for communities located in food deserts.
5. Broaden services which assist individuals and the aging population to age gracefully in their own homes and maintain healthy lifestyles.
6. Expand services supporting independent living for the at-risk disabled population.
7. Provide financial literacy education and credit repair services for low-income households.

## **C. Parent Education and Family Support Services**

To provide child health and development information and services for families at-risk of abuse and/or neglect.

1. Increase knowledge of child development, promote bonding and attachment, and teach skills that support the positive development of children.
2. Provide education about parenting, age-appropriate behavior, and expectations, and teach effective discipline techniques.
3. Teach resiliency skills to assist parents and children to manage stress, cope with difficulties, problem solve, and make good decisions.
4. Promote family activities to reduce stress, provide recreation and increase social supports.
5. Provide services that increase responsible fatherhood involvement.

## **D. Positive Youth Development Activities**

To increase educational attainment, school performance and promote positive before/after school activities. These activities may include enrichment opportunities to develop career skills, improve the health of at-risk youth; prevent delinquency; reduce risky behavior activities such as unintentional injuries and violence; sexual behaviors related to unintended pregnancy and sexually transmitted diseases; tobacco, alcohol, and other drug use; unhealthy dietary behaviors; and inadequate physical activity.

1. Provide services to support the social and emotional competence of children and protect against potential problems.
2. Increase healthy peer relationships and community engagement through participation in social, recreational, leisure and cultural activities.
3. Provide positive influences in the lives of youth to promote academic achievement, independent living, and workforce development skills.
4. Help improve the academic achievement of low-income youth and provide high-quality out-of-school time enrichment and educational programs.
5. Provide services that improve the quality of and increase exposure to career education and skills training for Norfolk's youth.

## **V. GUIDELINES, REQUIREMENTS, AND PERFORMANCE MEASURES**

### **A. Guidelines**

1. There is a six (6) page limit for the responses to questions one (1) through eight (8). (*The page count does not include the IRS designation; operating budget; goals and performance measures; and the 2020 Federal Income Tax return*).
2. Responses should be completed on single-sided pages, single spaced with 12-point text font, with one-inch margins and should be submitted in either Word or PDF format.
3. Grant applications must clearly state the population targeted to be receiving services.
4. A copy of the actual income/expenses from applicant's previous year and the current year's operating budget should be attached to the application (this will not count towards the 6-page maximum page count).

### **B. Requirements**

1. All applicants awarded HSG funds in FY2020 and/or FY2021 **must** describe the **current** and (where applicable) **prior** years' program outcomes and how FY2022 funding will build upon those achievements. Your assessment of the prior year(s) results should be supported by project data. The response should provide a clear and concise description of the notable achievements related to the prior HSG award(s).
2. Business organization credentials must be attached to the application (not included in the 6-page limit) and should include:
  - a. Synopsis of your business qualifications to include, but not limited to, the business plan, product design philosophy, client support infrastructure.
  - b. Audited annual corporate financial statements for the three most recent fiscal years or other financial references which demonstrate the organization's financial capacity.
  - c. A copy of the appropriate Federal Income Tax return for the previous year (2020):
    - Form 990, *Return of Organization Exempt from Income Tax*,
    - Form 990-EZ, *Short Return of Organization Exempt from Income Tax*, **or**
    - Form 990-PF, *Return of Private Foundation*

### **C. Performance Measures (Please see Attachments A & B)**

Describe how the performance of the proposed strategy will be monitored and measured, including:

- the specific data to be collected,
- the frequency of data collection,
- the method of data analysis,
- how the strategy will be monitored and/or modified to ensure successful implementation,
- the completed goals and objectives performance measure worksheet (Attachment A); and,
- utilizing Attachment A complete Attachment B designating your outcomes and outputs,
- If applicable, a brief description of how the data to be collected supports the Norfolk City Council's goals described herein.

### **VI. RFP Questions**

**Please complete the following questions on the application form.** There is a six (6) page limit to the responses for questions one (1) through eight (8).

#### **1. Organization Description**

Briefly state the mission statement of the applicant organization. Describe its history, highlighting current activities. The applicant must demonstrate at least three years of experience providing the services requested and attach the prior fiscal year's operating budget.

#### **2. Problem and Need Statement**

Describe the nature and scope of the problem to be addressed. Indicate which City priority from Section IV is being met. Include local data and statistics to support the need for the program and the impact on one's quality of life. If COVID-19 related, describe the services your agency provided in FY21 and the program's outcomes.

#### **3. Target Population and Area and Numbers to be Served**

Identify the target population to be served and the areas of the city where services will be provided. As appropriate, include which specific neighborhoods, police precincts, and school zones will be reached. Include social, economic, and demographic characteristics of the population to be served and how this project will identify and engage participants. Specify the number of Norfolk individuals and/or families to be served in FY2022.

#### **4. Program Description**

Describe the proposed program to be funded and indicate how it addresses the problem(s) described in Question 2. Specifically, describe what direct services will be provided with the HSG funds and how the problem(s) will be addressed. Clearly outline the activities that will be provided. State if the services to be provided are evidence based and, if so, the source of the evidence. Describe how, if awarded, this grant will enhance or increase services provided by your agency. If funded previously, how will FY2022 funding expand services and/or participants?

## 5. Performance Measures

Identify the goals, objectives, and performance measures for the project. All objectives must be specific, measurable, achievable, relevant/realistic, and time-based. Complete the Attachment A worksheet (instructions included on the Overview and Instructions tab of the Excel workbook), indicate how the program's outputs will contribute to the desired outcomes and how a participant's progress will be measured and monitored. Using the information you developed in Attachment A, complete Attachment B. ***Please note: There are three (3) tabs to the Excel sheet.***

## 6. Current Year Initiatives (for current HSG grantees only)

Describe the activities and outcomes of your FY20 and your FY21 HSG funded projects to date. Explain how the project activities and accomplishments are addressing the targeted problem/critical needs. Specifically include the numbers served, how you are meeting your performance goals and any program adjustments due to COVID-19. Explain any contemplated changes to your FY21 grant to ensure your goals are met.

## 7. Collaboration

Describe any partnerships or collaborations with other agencies or city departments to provide the requested services. Attach any MOUs, agreements, or grants that support the partnership. (Not included in the 6-page limit.) For homeless services applicants attach documentation demonstrating: 1) participation with any/all housing subsidy programs your project intends to support; and 2) your participation in the SVHC —CoC.

## 8. Sustainability

Describe how the applicant plans to sustain the requested services beyond the one-year contract period. Be specific regarding the sources/timing of any anticipated financial resources.

## 9. Business Organization and Credentials

*Additional Information (not included in the 6-page limit)*

1. Synopsis of your business qualifications to include, but not limited to, the business plan, product design philosophy, client support infrastructure.
2. Audited annual corporate financial statement for the three most recent fiscal years or other financial reference which demonstrates the organization's financial capacity.
3. A copy of the previous year (2020) Federal Income Tax return:
  - a. Form 990, *Return of Organization Exempt from Income Tax*,
  - b. Form 990-EZ, *Short Return of Organization Exempt from Income Tax*, or
  - c. Form 990-PF, *Return of Private Foundation*

## VII. Budget

### A. Budget Guidelines

1. Complete the budget in full using the chart on page 4 of the application and Attachment C. Detail the proposed cost for each expense (rounded to the nearest dollar). The detailed budget lines **must directly relate** to program implementation and **must be sufficiently**



- justified. Agencies requesting part-time and/or full-time positions must indicate the title of the requested position and actual percentage of time to be spent on program activities.
2. The Budget section of your application must break out your grant request by the appropriate category of each expense (e.g., Personnel, Fringe Benefits, Consultants, non-personnel services). Budgets should reflect total projected costs for the 12-month contract period. Itemize the amounts for each type of expense to be charged, the amount requested from HSG, other sources of funding and the type/value of any in-kind match dollars (not required). Provide the total for each expense type and the program total.
  3. If using in-kind resources, provide a detailed description, identify an estimated monetary value and the basis for the valuation in the project budget documentation. (i.e., public service announcements, billboard ads, volunteer hours @ 2020 national rate of \$25.43/hour).
  4. In a separate attachment, provide a brief narrative justifying each budget line item. Describe how the requested items are essential to implementing and supporting the program requirements described in the Program Description section.

### **B. Eligible costs**

- All requested staff positions must provide services which directly advance program implementation and each must be sufficiently justified; personnel salaries and documented fringe benefits are eligible. Include the percent of time for each position in the budget in terms of FTE's. Budget scoring will include an assessment of requested staff's ability to fulfill the project's scope of work.
- Non-personnel costs must be justified as essential to program implementation.

### **C. Ineligible Costs — These costs will not be funded.**

- Capital outlay items such as equipment, technology, computers.
- Purchasing, leasing, repair or the upgrade of buildings or infrastructure
- Purchasing, leasing or repair of vehicles
- Administrative costs/salaries or indirect rates
- Startup costs

## **VIII. AWARD METHODOLOGY**

### **Application Rating**

Applications will be rated using a two-tiered system of review. All applications are subject to review on Tier 1 "pass/fail" criteria before proceeding to the Tier 2 review described below.

#### **Tier 1 Criteria**

1. Submitted by an eligible applicant as defined in Section II.
2. The application must be complete and received by the deadline of Thursday, June 24, 2021 at 4:30 p.m.
3. The application must include all required components and attachments.

### **Tier 2 Criteria**

Applications passing Tier 1 review will be read, reviewed, and rated by the HSG Review Committee composed of designated City of Norfolk staff from various departments. The Tier II review ensures the RFP's criterion are met, all the questions are answered, and the application presents a program addressing the identified need with achievable outcomes and performance measures. Final committee recommendations will be forwarded to the City Manager who will make the final award decisions taking into consideration the recommendations of the reviewers, the quality of each application and the criteria set forth in the RFP.

## **IX. NOTIFICATION OF AWARD**

Once a project is approved by the City Manager, applicants recommended for funding will be advised by the City of Norfolk through a letter of notification sent by email. Contracts will then be negotiated and developed. Applicants not approved for funding will be notified by letter via email. All notification letters will be sent on or about **August 20, 2021. Grantees must submit all required contract documents within 30 days of award notification.**

## **X. REPORTING REQUIREMENTS**

If awarded the following reports must be submitted for each quarter: (1) program progress reports, (2) performance and data reports, (3) fiscal reports itemizing and documenting expenses to be reimbursed.

## **XI. ADMINISTRATION OF CONTRACTS**

### **A. Contract Approval**

The grant contract is subject to approval by the Director of the Department of Human Services (DHS), Office of the City Attorney and the Department of Finance before it is sent to the grantee. After the grantee signs the contract, it goes to the City Manager for his review and signature. Then the City Clerk receives it, signs it and it is final. Until said approval has been received and indicated thereon, the Contract shall be of no force and effect.

### **B. Contract Period**

The City of Norfolk will enter into a contract for a period of 12 months. The City reserves the right to modify the contract period in the best interests of the City.

### **C. Contract Changes**

Contracts resulting from this RFP may be executed, increased, terminated, decreased, extended, amended, or renegotiated at the discretion of the Director of the Department of Human Services (DHS), in light of a grantee's performance, changes in project conditions, or otherwise.

### **D. Records**

The grantee will keep books, ledgers, receipts, personnel time and effort records, consultant agreements

and inventory records pertinent to the project and consistent with the contractual provisions and mandated guidelines.

#### **E. Liability**

Nothing in the contract between the City and the grantee shall impose liability on the City of Norfolk for injury incurred during the performance of approved activities or caused by the use of equipment purchased with grant funds.

#### **F. Payments**

Payments to **reimburse** project expenses will be made pursuant to a schedule specified in the contract between the City of Norfolk and the grant award recipient. Project expenses will be reimbursed for expenditures incurred during the contract period and made in compliance with the contract budget and compliance with the project workplan. No start-up funds are available.

#### **G. Reports**

The grantee will be required to work with the Department of Human Services to submit quarterly progress reports within 30 days of the end of each quarter. The performance measures will formalize and detail the applicant's commitment to accomplishing the activities outlined in this application's scope of work as described herein.

The grantee shall submit all reports to the Department of Human Services in a format and within the time frame as specified. Quarterly reports shall describe the efforts undertaken during the reporting period and the progress the project has made toward achieving the anticipated outcomes. The quarterly progress reports of the grantee's activities must be submitted electronically as directed by DHS. Independent of any reporting schedule, all grantees will be required to promptly inform DHS of any program issues that are significantly impacting program performance. Any project funded under this RFP must comply with the requirements established by DHS. The grantee agrees to submit any other reports considered relevant by DHS.

#### **H. Review and Monitoring**

The grantee's performance in all areas mentioned above, in addition to the services contracted for, will be monitored periodically by DHS. Monitoring will take the form of site visits, program file review, written and telephone communication, and any other methods deemed necessary by DHS to ascertain the quality and quantity of grantee activities.

#### **I. Disposition of Allocations**

DHS reserves the right to reject applications, deny awards, or defer applications for future consideration based on insufficient information in the application, lack of accompanying documentation, the inappropriateness of the project proposed, an organizational history of unsuccessful projects of a similar nature, or a history of contract non-compliance.