

**REQUEST FOR QUALIFICATIONS AND EXPERIENCE  
TO IMPLEMENT THE AMERICAN RECOVERY AND REINVESTMENT ACT OF  
2009: HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM  
(HPRP) FUNDS FOR THE CITY OF PEORIA  
#38-09**



**ISSUED BY:**

Department of Planning and Growth Management  
Community Development Division  
456 Fulton Street, Suite 402  
Peoria, Illinois 61602

Sealed Requests for Qualifications and Experience will be received at the office of:  
Community Development Division  
456 Fulton Street, Suite 402

**Proposal Due Date/Time**  
**Friday, August 14, 2009**  
**5:00 P.M. (CST)**

This document is to solicit qualifications and experience from qualified organizations to serve as subgrantees in order to implement the American Recovery and Reinvestment Act of 2009: Homelessness Prevention and Rapid Re-Housing (HPRP) funds for the City of Peoria.

### **Scope of Services – Program Overview**

The purpose of the Homelessness Prevention and Rapid Re-Housing Program (HPRP) is to provide homelessness prevention assistance to households who would otherwise become homeless - many due to the economic crisis - and to provide assistance to rapidly re-house persons who are homeless. HPRP funds are to provide temporary financial assistance and/or housing relocation and stabilization services to individuals and families who are homeless or would be homeless *but for* this assistance.

The City of Peoria will receive \$790,404 in HPRP funds. In order to utilize these funds, the City submitted a Substantial Amendment to its Annual Plan to the United States Department of Housing and Urban Development (HUD) to identify the use of these funds. The City's Substantial Amendment was approved by HUD and the grant agreement between the City and HUD has been executed. The City is now authorized to begin selecting qualified organizations to serve as subgrantees to implement the funds.

#### Eligible Assistance and Funding Amount

Homeless prevention, in the form of utility assistance, is the City's sole objective for the HPRP funds. The City will retain \$9,750 of the HPRP funds for appropriate administrative expenses and will share the remaining \$29,770.20 with subgrantees; for a total of \$39,520.20 (5% of total HPRP allocation). A breakdown of subgrantee program responsibilities and eligibility for administrative costs are listed below.

The remaining \$750,883.80 will be expended only for utility (electric and gas) assistance. The assistance will be a one-time payment of past due amounts up to 6 months in the arrear; with maximum assistance of \$1,500 per household.

#### Timeline for Expenditure of Funds

Federal regulations for the HPRP program requires that 60% of funds (\$474,242.40) be expended on or before July 13, 2011; with 100% of funds (\$316,161.50 remaining) be expended on or before July 13, 2012.

The City will enter into a two-year agreement with a subgrantee. Doing so will guarantee timely expenditure of funds by July 13, 2012, as well as provide additional time to extend grant ending dates for a subgrantee who struggle to meet an expenditure deadline.

#### Reporting Requirements

All participating households' information must be entered into the Homeless Management Information Systems (HMIS). The Heart of Illinois Continuum of Care is responsible for providing and operating the local HMIS. Awarded subgrantee would be required to request a user identification account for HMIS with the Continuum of Care.

Subgrantee will be required to complete a Performance Report on a bi-monthly basis to the City to include, but not be limited to, HPRP funds expended, number of unduplicated individuals and families served, effectiveness of program and other data items.

Separate reports will be completed to actually request payment for participants served. Additionally, desk monitoring and on-site visits will be conducted by the City on a continuous basis to ensure the administration of the program is within HPRP regulations.

#### Subgrantee Program Responsibilities

All households receiving utility assistance must have an initial consultation with a case manager to assess their need and eligibility (criteria are listed below) for HPRP assistance. Additional follow-up/case management and property inspections are NOT required as a part of issuing this assistance.

Eligibility criteria for participants who would receive this assistance are listed below:

- Individuals and families who are still housed but at risk of becoming homeless and would be homeless *but for* this assistance.
  - Households must provide a utility shut-off notice to the subgrantee. The program participant or a member of the household must have the utility account in their name and submit proof to the subgrantee.
  - Households must have at least two or more of the potential risk factors of becoming homeless. Refer to Attachment A for the list of risk factors.
- Household's income must be at or below 50% of Area Median Income (AMI) at the time of initial consultation with a case manager. Supporting documentation (i.e.- paystubs, unemployment, disability payments, etc) must be submitted to the subgrantee to determine income eligibility. Refer to Attachment B for income limits.
- Individuals and families must be residents of the City of Peoria.
- Payments cannot be made directly to participants, but only to a third party (i.e.- utility company). Payment on behalf of participants will be made by the City to the utility company upon request of the subgrantee. Therefore, subgrantees are not required to have additional revenue sources available to administer the program and await reimbursement from the City.

<b>Subgrantee Program Responsibilities</b>	<b>Administrative Cost Eligible</b>
Initial consultation with a case manager and participant to determine need and eligibility	NO
Counseling, developing, securing or coordinating services for a participant	NO
Staff costs associated with data entry of participant information into Homeless Management Information Systems (HMIS)	NO
Outreach and engagement to publicize the availability of funds	NO
Accounting for the use of the funds to ensure timely expenditure of dollars	YES

Staff costs associated with preparing reports for the submission to HUD	YES
Staff costs associated with conducting program audits and monitoring	YES
Staff costs related to training specifically for HPRP	YES

### **Specific Type of Subgrantee Solicited**

The subgrantee must be any private non-profit organization or unit of general local government to which the City selects to carry out homeless prevention activities, in the form of utility assistance, under HPRP and which is accountable to the City for the administration of the assistance.

Specific subgrantee expertise with the following will be given prime consideration:

- Have previous experience in providing utility assistance;
- Be able to identify those at the highest risk of homelessness and then target those who would likely become homeless without assistance;
- Have successful experience implementing government funded programs;
- Demonstrate the ability to expend awarded funds within a 18 to 24 month period;
- Have experience with or knowledge of HMIS;
- Collaborate with the Heart of Illinois Continuum of Care.

Subgrantee must demonstrate strong knowledge and understanding of the Federal HPRP Notice [Docket No. FR-5307-N-01], published on March 19, 2009 and its intent and regulations.

Major consideration will also be given to a subgrantee exhibiting the ability to assume new funding for utility assistance without the need to create additional staff positions, procedures and with little to no need for additional administrative funds.

### **Statement of Qualifications and Experience**

All statements of Qualifications and Experience should include, but not be limited to, the following information and documentation:

- A transmittal letter which states the organization's desire to perform the required services;
- A general informational statement which provides a brief description of the organization, to include their history, mission statement, size, projects and nature of services;
- The organization's experience related to providing utility assistance;
- The specific experience of employees of the organization who would be assigned to the program;

- Documentation of funds available for subgrantee program responsibilities that are not eligible administrative costs;
- Be able to identify those at the highest risk of homelessness and then target those who would likely become homeless without assistance; and
- Representation that the organization will in all aspects conform to and comply with the other Federal Requirements (sections A, D, E, G, H, I and J) listed in the Federal HPRP Notice [Docket No. FR-5307-N-01].

### **Selection/Evaluation Criteria**

The City will assemble a Review Committee to evaluate submittals based on the following selection criteria. Points will be assigned to each factor with a maximum of 100 points to determine ranking of each proposal.

#### **1. Demonstrated Capacity – a maximum of 25 points**

Please supply a general information statement that briefly describes the organization, including organization's history, mission statement, size, projects, scope, and nature of services. Please list the names of all employees who will be assigned to the program.

What professional and technical competence, including past experience, does the organization and its assigned employees to the program possess which will enable them to successfully comply with the HPRP regulations?

What competence does the organization possess to successfully manage government funded programs (including, but not limited to, efficient reporting, years of grant management, no current findings or audit concerns by any funder)?

How will that competence transcend to timely and satisfactory compliance with HPRP timeline of expended funds?

#### **2. Related Experience – a maximum of 35 points**

What direct experience does the organization have with providing utility assistance?

What direct experience does the organization have with homeless or at-risk of being homeless individuals and families?

#### **3. Program Approach and Organization – a maximum of 40 points**

Does the organization have current staff and procedures in place to assist individuals with utility assistance?

Does the organization currently use HMIS?

What additional resources does the organization have for subgrantee program responsibilities that are not eligible administrative costs?

Can the organization implement the HPRP program with the administrative funds available?

### **Process**

Prior to the submittal deadline of August 14, 2009, the City will host an informational and clarification meeting regarding the HPRP program and requested proposal on Friday, July 31, 2009 at 9:00 A.M. (CST) at 456 Fulton Street, Suite 402 (Twin Towers Bldg, 4<sup>th</sup> floor). Attendance for this meeting is not mandatory for RFQ submission.

The Review Committee will evaluate and rank all submitted proposals. After conclusion of this review, the Review Committee will recommend the most qualified organizations to the City's Department of Planning and Growth Management – Community Development Division. The Department will review the recommendations and forward to the City Council for approval. Once approved by Council, the Department will execute the subgrantee agreement. The execution of the subgrantee agreement will occur on or before September 30, 2009. The program will begin on October 1, 2009.

The City of Peoria reserves the right to waive any irregularity in any submittal or reject any or all proposals.

Any costs incurred by organization in preparing submitted Statements of Qualifications and Experiences are the sole responsibility of the respondent.

## **Inquiry and Submittal Procedures**

Questions concerning submissions and procedures concerning the HPRP requirements should be directed to:

Ross Black  
City of Peoria  
Department of Planning and Growth Management  
Community Development Division  
(309) 494-8656

Submittals should be made in one (1) original and four (4) copies to:

Department of Planning and Growth Management -Community Development Division  
ATTN: Ross Black  
City of Peoria  
456 Fulton Street, Suite 402  
Peoria, Illinois 61602

Please refer to Attachment C for General Instructions to Proposers. Note that the above instructions listed on pages 2 to 7 shall take precedence over any conditions listed under the "General Instructions to Proposers".

**The City of Peoria is NOT requesting sealed bid proposals, but is soliciting Letters of Interest and Statements of Qualifications and Experience. Submittals must be received on or before August 14, 2009 at 5:00 P.M. (CST). Late submittals will NOT be considered.**

**CITY OF PEORIA**  
**REQUEST FOR QUALIFICATIONS AND EXPERIENCE**

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**The executing of this form certifies understanding and compliance with the total REQUEST FOR QUALIFICATION package.**

RFQ SUBMITTED BY:

\_\_\_\_\_  
Organization

# \_\_\_\_\_  
Peoria EEO Certificate of Compliance Number (if available)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Daytime Telephone #

\_\_\_\_\_  
After Hour Telephone # Contact Person (Please print or type)

\_\_\_\_\_  
Name of Authorized Agent or Officer Title

\_\_\_\_\_  
Signature of Authorized Agent or Officer

\_\_\_\_\_  
Date

**PLEASE MARK ENVELOPE: RFQ #38-09**



**ATTACHMENT A**  
**List of Risk Factors for Homelessness**

The below list was published by HUD in the Federal HPRP Notice [Docket No. FR-5307-N-01] as risk factors for homelessness that the City should consider in the administration of the HPRP program. As one of the eligibility criteria for the HPRP program, individuals or households must meet two or more of the following risk factors in order to qualify for assistance. Supporting documentation for the applicable risk factors for the individual or household must be retained by the subgrantee.

- Eviction within 2 weeks from a private dwelling (including housing provided by family or friends);
- Discharge within 2 weeks from an institution in which the person has been a resident for more than 180 days (including prisons, mental health institutions, hospitals);
- Residency in housing that has been condemned by housing officials and is no longer meant for human habitation (local code requires operational utilities in a unit in order for human habitation);
- Sudden and significant loss of income;
- Sudden and significant increase in utility costs (seasonal cost increases, utility company rate increases);
- Mental health and substance abuse issues;
- Physical disabilities and other chronic health issues, including HIV/AIDS;
- Severe housing cost burden (greater than 50% of income for housing costs);
- Homeless in last 12 months;
- Young head of household (under 25 with children or pregnant);
- Current or past involvement with child welfare, including foster care;
- Pending foreclosure of rental housing;
- Extremely low income (less than 30% of Area Median Income);
- High overcrowding (the number of persons exceeds health and/or safety standards for the housing unit size);
- Past institutional care (prison, treatment facility, hospital);
- Recent traumatic life event, such as death of a spouse or primary care provider, or recent health crisis that prevented the household from meeting its financial responsibilities;
- Credit problems that preclude obtaining of housing; or
- Significant amount of medical debt.

**ATTACHMENT B**  
**Income Guidelines**

The chart below lists the Area Median Income (AMI) limits per household size for the City of Peoria. HPRP funds can only assist households at or below 50% of AMI.

YEAR 2009 INCOME ELIGIBILITY CHART (Total yearly allowable income per household)

<i>Family Size</i>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>
<i>Family Income</i>	\$23,050	\$26,300	\$29,600	\$32,900	\$35,550	\$38,150	\$40,800	\$43,450

**ATTACHMENT C**  
**GENERAL INSTRUCTIONS TO PROPOSERS**  
**Request for Proposal (RFP)**  
**(02/23/09)**

**ACCEPTANCE OF PROPOSALS** - The right is reserved, as the interest of the City may require, to reject any or all proposals and to waive any nonmaterial informality or irregularity in the responses received. All such responses will be in English. The City will select a Proposer as described below or reject all Proposals within one hundred-twenty (120) calendar days from the date the responses are opened.

**ADDITIONAL COPIES OF RFP** - Proposers may secure additional copies of the RFP documents from the City of Peoria's Department of Planning and Growth Management – Community Development Division.

**RFP ENVELOPE IDENTIFICATION** - Proposers shall submit their response in a sealed envelope which shall be clearly labeled with the organization/individual name and address. Proposers are requested to indicate in the LOWER LEFT HAND CORNER OF THEIR ENVELOPE THE ITEM BEING REQUESTED, REQUEST NUMBER, DATE AND TIME THE REQUEST IS DUE.

**MAILING OF PROPOSALS**– One (1) originals and four (4) copies of all responses are to be mailed or delivered to the City of Peoria Department of Planning and Growth Management - Community Development Division, Suite 402, Twin Towers – 4<sup>th</sup> Floor, 456 Fulton Street, Peoria, Illinois, 61602-1276. Proposals will not be accepted by FAX, e-mail, internet, telephone or telegraphic means. Information regarding the proposal can be obtained by calling (309) 494-8656.

**CLOSING TIME** - The Proposal closing time will be based upon Central Standard Time or Central Daylight Time, whichever is in effect on the date the proposal is due.

**SELECTION** – The proposal selected will be that which best meets the needs of the City of Peoria as expressed in the RFP. Said Selection will be made as per the guidelines created by the City of Peoria's Selection Committee. The content of the proposal, the experience of the firm/individuals and the result of any scheduled interview(s) may be considered in making the selection.

**WITHDRAWAL OF PROPOSALS** - Proposers may withdraw their proposals at any time prior to the RFP closing time by telephone, fax or written request. A telephone request must be confirmed in writing within 24 hours of the call and prior to closing time. No Proposers shall withdraw its response for a period of sixty (60) calendar days from the RFQ opening date. Negligence on the part of the Proposer in preparing a response confers no right of withdrawal or modification of a proposal after it has been opened. No response will be opened which has been received after the closing time specified in the RFP document and it will be returned unopened to the Proposer.

**ALTERNATE RESPONSES** - The RFP describes the service and level of experience/expertise, which the City feels are necessary to meet the performance requirements of the City. Proposers

desiring to submit a response on items which deviate from these specifications, but which they believe to be equivalent, are requested to submit alternate responses. However, **ALTERNATE TENDERS MUST BE CLEARLY INDICATED AS SUCH AND DEVIATIONS FROM THE APPLICABLE SPECIFICATIONS PLAINLY NOTED.** The response must be accompanied by complete specifications of the items offered.

**COSTS** - Unit costs must be clearly identified for each component requested by the RFP document or otherwise submitted by the Proposer. All costs shall be stated in U.S. dollars. In case of mistake in extension of cost, unit cost shall govern. All costing must be typewritten or written in ink. No erasures are permitted. Mistakes must be crossed out and corrections typewritten or written in ink adjacent thereto and initialed in ink by the party signing the proposal or his authorized representative.

**SIGNATURES** - Each proposal must be signed by the Proposer with its usual signature. Proposals by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Proposals by corporations must be signed with the name of the corporation, followed by the signature and title of person authorized to bind it on the matter. All signatures must be in ink.

**INVESTIGATION** - Proposer shall make all investigations necessary to thoroughly inform itself regarding the supplies and/or service to be furnished in accordance with the RFP. No plea of ignorance by the Proposer, of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Proposer to make the necessary examinations and investigations, will be accepted as a basis for varying the requirements of the City or the compensation to the Proposer.

**EQUAL EMPLOYMENT OPPORTUNITY** – To be awarded a contract all Suppliers, Vendors, Contractors to the City of Peoria, County of Peoria and/or the Peoria Park District **must** be registered in the City of Peoria’s Contract Compliance Program and have a current EEO Certification number. This program is unrelated to any State and Federal program. The number is secured by completing and submitting, under notary seal, an Employer Report Form CC-1 (with required sexual harassment policy attached) to the City’s Equal Opportunity Office. *Please note that the Certificate of Compliance is valid for one year and must be annually renewed.* The form may be requested on-line from the City’s website ([www.ci.peoria.il.us](http://www.ci.peoria.il.us)). Click on Department Focus, Equal Opportunity Office, Forms, then select “Employer Report” or “Renewal”. The forms can also be obtained by writing or calling:

**City of Peoria  
Equal Opportunity Office  
419 Fulton St.  
Peoria, IL 61602  
(309) 494-8530 Voice  
(309) 494-8532 TTY**

In accordance with Chapter 17 of the Peoria Municipal Code, a fifty-dollar (\$50.00) processing fee will be charged with each original submission of the Employer Report Form Cc-1 that results

in an approved certificate as well as the Annual Renewal Application. The only exception to payment of the processing fee is neighborhood associations.

**Although all vendors are encouraged to obtain Equal Employment Opportunity Certification, vendors do not need an Equal Opportunity Certification to respond to a proposal. The EEO Certification Number is only required prior to the award of the contract.**

**SAMPLES** - Samples of items, when required, must be submitted within the time specified and at no expense to the City; and if not destroyed in testing, they will be returned at the Respondent's request and expense. Samples, which are not requested for return within thirty (30) days, will become the property of the City.

**RESPONSES** – A response is requested of all Proposers even if it is a “no response”.

### **CONTRACT TERMS**

**TAXES** - The City is exempt, by law, from paying State and City Retailers Occupation Tax, State Service Occupation Tax, State Use Tax and Federal Excise Tax. The City will execute tax exemption certificates whenever required. The unit prices should be exclusive of all taxes. In the event the unit price includes taxes, the Proposer must show the amount of tax included in the unit price.

**CITY'S AGENT**- The City of Peoria's Finance Director shall represent and act for the City in all matters pertaining to the RFP and contract in conjunction thereto.

**PATENTS** - The successful Proposer agrees to protect, defend and save the City harmless against any demand for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by the contract.

**HUMAN RIGHTS ACT** - The contract will be subject to and governed by the rules and regulations of the Illinois Human Rights Act 775ILCS5/1-101 et seq. and as amended. And the provision of Chapter 775 of the Illinois Compiled Statutes 5/2-105 on Sexual Harassment policies.

**NON-COLLUSION** - With the executing of this RFP, the Proposer is certifying to non-collusion in the preparation and submittal. The response must be properly executed by the Proposer or the response will not be considered for selection.

**DEFAULT** - In case of default by the contractor, the City will procure the articles or services from other sources and hold the contractor responsible for any excess cost incurred.

**CANCELLATION** - The City reserves the right to cancel the whole or any part of the contract, if the contractor fails to perform any of the provisions in the contract or fails to make delivery within the time stated. The cancellation notice will be written and delivered by certified mail to contractors address on record. In the event the contract is canceled, the vendor may be declared

an irresponsible vendor by the City manager...and as a result may be disqualified from doing business with the City for the period of one year in accordance with City Ordinance Section 10-102. The contractor will not be liable to perform if situations arise by reason of strikes, acts of God or the public enemy, acts of the City, fires or floods.

**PRICES SPECIFIED** – The successful vendor agrees to furnish the material or services according to the City’s plans, specifications and conditions and at prices specified herein.

**DELINQUENT PAYMENT** - By the signing of this RFP, the Proposer is certifying that the company is not delinquent in the payment of any indebtedness, tax, fee, liens, and fines owed or accruing to the City of Peoria or in the payment of any tax administered by the Illinois Department of Revenue and is in compliance with the terms and conditions of Section 10-109 of the Peoria City Code; and  
Chapter 65 of the Illinois Compiled Statutes, Section 5/11-42.1-1.

**PERMITS AND LICENSES** - The successful Proposer shall obtain, at its own expense, all permits and licenses which may be required to complete the contract.

**INSURANCE** – The successful Proposer shall obtain, at its own expense, all necessary insurance with regard to its fiduciary responsibility to the City of Peoria. Said Proposer shall indemnify and hold harmless the City of Peoria, its officials, officers, directors, employees, heirs and assigns from any and all actions, claims, demands or suits at law or equity for damages, costs, loss or other injury as a result of the contract.

**PRECEDENCE** - Where special conditions are written in the specifications, these conditions shall take precedence over any conditions listed under the “Instructions to Proposers”.

**GOVERNING** – This contract will be governed by the laws of the State of Illinois.

**AFFIRMATIVE ACTION REQUIREMENTS** - “The contractor/vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual harassment, ancestry, national origin, place of birth, age or a physical or mental handicap which would not interfere with the efficient performance of the job in question. The contractor/vendor will take affirmative action to comply with the provision of this division and will require any subcontractor to submit to the City written commitment to comply with this division. The contractor/vendor will distribute copies of this commitment to all persons who participate in recruitment, screening, referral and selection of job applicants, prospective job applicants, member or prospective subcontractors.”

“The contractor/vendor agrees that the provision of Division 4 of Article III of Chapter 17 of the Code of the City of Peoria is hereby incorporated by reference, as if set out verbatim.”

#### **EMPLOYEE EMPLOYMENT RESTRICTIONS – THE CONTRACTOR**

**THE CONTRACTOR** (hereinafter referred to as “**SERVICE PROVIDER**”) agrees, as a condition of accepting this contract with the City of Peoria, that, for a period of one (1) year following completion of this contract, it shall be prohibited from hiring, directly or

indirectly, any City employee or official who was involved, directly or indirectly in: (1) the selection and/or recommendation to select the SERVICE PROVIDER for performance of this contract; (2) coordinating the efforts of the SERVICE PROVIDER in the consummation or completion of this contract; or (3) monitoring or determining the performance of the SERVICE PROVIDER. The SERVICE PROVIDER further acknowledges and agrees that, upon the City's determination that a violation of this provision has occurred, the penalty imposed, at the sole discretion of the City, may include one or more of the following: (1) cancellation of any other contract(s) between the City of Peoria and the SERVICE PROVIDER; (2) disqualification of the SERVICE PROVIDER from bidding or being awarded future contracts with the City of Peoria for a period of two [2] years; and/or (3) payment of liquidated damages to the City of Peoria in the amount of TWENTY FIVE THOUSAND DOLLARS (\$25,000.00).

**REFERENCE** - All of the contract terms shall be incorporated by reference into any written contract.