CITY OF TUCSON – Housing and Community Development Dept.
Request for Proposals for REFERRAL-BASED LIMITED HOMELESS PREFERENCE PROGRAM
(Fiscal Year 2014)

PROJECT PROPOSAL INSTRUCTIONS

1. **RFP Availability:**
The RFP document along with this application is available for downloading at **www.tucsonaz.gov/hcd** - Click on "What's New" icon

2. **Project Proposal Submission:**
(E-mail completed proposal to **teresa.williams@tucsonaz.gov** (PDF format preferred) or hand deliver proposal to the City of Tucson, Housing and Community Development Department, Planning and Community Development Division, 310 N. Commerce Park Loop, Tucson, AZ.

- Project proposals should be prepared in Word format.
- **Narrative** portion of project proposal (exclusive of any requested forms) should not exceed four (4) pages, single sided, 8 ½ by 11 inch paper, and should be on white paper in a readable type of 12 point or larger. Project proposal forms are exempt from the page limitation count. Please do not include client testimonials or letters of recommendations.
- Completed project proposals must be received no later than 5:00 p.m. on Thursday, November 13, 2014.
- Preferred submittal method: e-mail applications to **teresa.williams@tucsonaz.gov** (PDF format preferred)
- Applications may also be delivered to the City of Tucson, Housing and Community Development Department, Planning and Community Development Division, 310 N Commerce Park Loop, Santa Rita Building, 1st Floor
- Submissions by facsimile machine or Postal Service will **NOT** be accepted.
- Do not submit duplicate applications

PROPOSAL CONTENT DIRECTIONS

1. PROJECT PROPOSAL SUMMARY SHEET
Fill out completely. One agency must be designated as the proposal contact if proposal is submitted jointly by multiple organizations. The Proposal Summary describes the project.

2. NARRATIVE
The Narrative Sheet (Form 2) must be brief, concise, and include the following: (Please note that you may type up to the four page maximum by using this form.)

- APPLICABLE SERVICE DELIVERY
  Provide details of similar project to include number years applicable services have been delivered and significant achievements.
  Provide details on Tenant selection criteria and plan
  Provide description of supportive services to be provided to clients.

- LEVERAGING OF OTHER RESOURCES
  Explain.

- APPROACH AND COST EFFECTIVENESS OF PROJECT
  - Describe the implementation of services by including: basic service elements, service priorities; and a timeline.
  - Describe the staff that is employed to implement the project and specify how long a similar project has been in existence. Include the staff's roles and responsibilities, education and experience.
  - Describe your targeted geographical area within the boundaries of the City of Tucson.

- PERFORMANCE OUTCOMES
  Performance Outcomes must address each outcome specified in the subcategory for this service category as described in the prior pages. Outcomes shall describe successes of clients adjusting to transitional and/or permanent housing
  - List no more than two specific outcomes that relate to the identified need.
  - List any measurement tools utilized.
  - List the project's expected outcomes (numerical).
  - List the project's expected unduplicated clients serve

- MAINTAINS ESSENTIAL SERVICES FOR THE PUBLIC
  Explain how this funding will sustain the service.

3. PROJECT BUDGET

The Project Budget (Form 3 and 4) should include the total cost of the proposed project, including funds requested in this proposal. Also, the estimated project funding sources, cash resources include donations, grants, contracts and awards, non-cash resources include volunteers, in-kind contributions and foods, supplies and service donations. Non-professional volunteers are to be valued at the fair market value for the work performed. Professional volunteers' hourly value is to be determined by the agency and justified in the written narrative

PROPOSAL CHECKLIST - The following checklist is provided to help you make sure that your proposal contains all the parts required by the City of Tucson. Please be sure that you check your proposal against the list.

☐ Form 1 – Project Proposal Summary Sheet

☐ Form 2 – Written Narrative to include Consistency with Funding Priorities as specified

☐ Form 3 – Project Budget

☐ Form 4 – Budget Narrative

Deadline: Proposal(s) must be received by the City of Tucson, Housing and Community Development Department, Planning and Community Development Division, via email (PDF format preferred) to **teresa.williams@tucsonaz.gov** or hand delivered to City of Tucson, Housing and Community Development Department, **310 N Commerce Park Loop, Santa Rita Building, 1st Floor, by 5:00 p.m. on November 13, 2014.**

FORM 1
PROJECT PROPOSAL SUMMARY SHEET

12pt WORD

1. Agency Name:

2. Agency Address: Zip:

3. Project Title:

4. Contact Person (for this proposal) Phone #:

   Fax # Email:

5. Executive Director of Agency:

6. 501(c)(3) or 501(c)(4) Certification: ☐ Yes ☐ No

7. Faith Based Organization: ☐ Yes ☐ No

8. Federal Tax ID #: Date of Incorporation:
   (New applicants must submit IRS tax exemption request letter with completed application)

9. Ward number (check all that apply) ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ ALL

10. Number of Housing Choice Vouchers requested:

11. Number of Public Housing Units for elderly and/or disabled veterans requested:

12. Office space is available at the Tucson House.
    - Will you be requesting to occupy this office space for long term case management? Y N
    - If so, for how many years:

FORM 2
NARRATIVE
(4 pages maximum)
12pt WORD
1”margins on all sides and top and bottom

FORM 3
PROJECT BUDGET

The following budget will include the total cost of the proposed project, including funds requested in this proposal. Also, the estimated project funding sources, cash resources include donations, grants, contracts and awards, non-cash resources include volunteers, in-kind contributions and foods, supplies and service donations. Non-professional volunteers are to be valued at the fair market value for the work performed. Professional volunteers' hourly value is to be determined by the agency and justified in the written narrative

PROJECT FUNDING SOURCES	PROJECTED BUDGET FY 2014/2015
City of Tucson:	
City CDBG	
City ESG	
City General Fund	
City HOME	
City SHP	
Other	
Pima County:	
County CDBG	
County General Fund	
Pima Health Systems (Title XX)	
County ESG	
Self-generated Funds:	
Contributions/Donor Designations	
Client Fees/Dues	
Fundraising	
Investment Income	
Other:	
State:	
Federal:	
Foundations	
Other:	
Total Project Sources	

PROJECT EXPENSES	PROJECTED BUDGET FY 2014/2015
Staff Salaries (exempt)	
Number of FTE _____	
Staff Salaries (hourly)	
Employee Benefits	
Professional Contract Services:	
Staff Development/Training	
Travel	
Mileage Reimbursement	
Rent/Mortgage	
Utilities	
Equipment	
Maintenance	
Direct Assistance to Individuals	
Printing	
Postage	
Insurance	
Fundraising Expenses	
Supplies	
Other:	
Other:	
Other:	
Other:	
Total Project Expenses	

*****Please note: Sources and Expenses must be equal******

<u>FORM 4</u>
BUDGET NARRATIVE

12pt WORD
1”margins on all sides and top and bottom

There is $150,000 available in General Funds to assist with management of this project. Please indicate the amount you are requesting and then describe how you intend to expend these funds. These funds may be renewed on a year to year basis based on approved allocations.