December, 2007

INFORMATION ABOUT
REQUEST FOR PROPOSALS FOR
REMAINING 2007 EMERGENCY SHELTER GRANT FUNDS
CITY OF MINNEAPOLIS

The City of Minneapolis is soliciting funding proposals for the remaining 2007 Emergency Shelter Grant Program (ESG) funds. The amount available is $417,480. Proposals are due at 4:00 p.m. (CST) on Thursday, January 3, 2008. Neither faxed nor electronic applications will be accepted. Late applications will not be accepted.

ESG funds may be used to renovate, rehabilitate, and convert buildings for use as emergency shelters or transitional housing for people who are experiencing homelessness. New construction is not an eligible ESG activity. ESG funds may be used, however, for furniture, security systems, and equipment (up to $5,000 maximum) in a new construction project.

The City's ESG funds may be used for projects located in either the City of Minneapolis or in suburban Hennepin County.

Deliver or mail two (2) copies of completed ESG applications to:

Community Planning and Economic Development (CPED)
City of Minneapolis
Attn: Donna Wiemann
105 Fifth Avenue South, Room 200
Crown Roller Mill
Minneapolis, MN 55401-2534

The seven parts of the ESG RFP materials are as follows:

1) Information about the ESG RFP;
2) Five page Application for 2007 ESG
3) Certificate of Total Funding Sources
4) Certificate of Total Project Costs
5) Request for Small Business Participation Goals
6) Bidding Procedures
7) Procedures for Relocation

BASIC INFORMATION ABOUT THE ESG PROGRAM:
It is a federal program administered by the City of Minneapolis. All applicable federal program rules must be followed. Examples of these rules include:

1. Federal relocation regulations.
2. Environmental testing, including lead-based paint risk assessment and remediation, Environmental Assessment Phase I, and so forth.
3. The official neighborhood group for the neighborhood in which the project is located must review the ESG funding proposal request.
4. Public Bidding – See bidding policy attached.
5. Prevailing Wage.
6. When ESG assistance involves either major rehabilitation or conversion of a property, the building must be maintained as a shelter/transitional housing for a minimum of 10 years.
   NOTE: The recipient must provide ongoing information about the project and occupants to the City for at least a 10 year period.
7. When ESG assistance involves either minor or moderate rehabilitation, the building must be maintained as a shelter/transitional housing for 3 years. NOTE: The recipient must provide ongoing information about the project, its operation, and occupants to the City for least a 3 year period.
8. Recipients of ESG funds are required <u>by</u> <u>law</u> to provide for the participation of at least one person who is homeless or has experienced homelessness in a policy-making function within the organization.
9. Accessibility Standards.
10. Historic Preservation.

In addition, City rules apply and include the following:
Equal opportunity (nondiscrimination and affirmation action), Small and Underutilized Business Program, Apprenticeship Training Policy, Insurance, Retention of Records, Data Practices, and Conflict of Interest/Code of Ethics.

When the ESG application is submitted to the City, it is required that the applicant has site control of the property. Site control includes either an executed purchase agreement or an option to purchase.

Applicants must demonstrate experience working on programs and services for persons who are homeless or formerly homeless or provide evidence that the applicant will partner with an organization experienced in this area.

PRIORITY CONSIDERTIONS FOR ESG APPLICATIONS:
The types of proposals which will receive priority consideration for ESG funding are as follows:
1. Requests with a realistic detailed scope of work.
2. Projects that leverage other funding sources to help cover the estimated development costs.
3. Projects which incorporate green/sustainable elements consistent with the "Minnesota Overlay to the Green Communities Criteria" and/or Green Communities Criteria and Sustainability Initiatives.
4. Applicants can demonstrate a realistic time frame for entering the ESG grant agreement with the City within 15 days of City Council approval (expected to occur in January, 2008) and completing the ESG work and spending the ESG funds by May 15, 2009.

REQUIRED COMPONENTS OF APPLICATION SUBMITTAL:
The components of the application that must be submitted to the City are as follows:

1. Funding Request Application (two page form attached).
2. If a zoning change or a conditional use permit is needed, obtain information from the CPED Planning Division (Steve Poor at 612-673-5837) describing what must be done and the timetable for obtaining the approvals and submit with the funding application.
3. Certificate of Total Funding Sources (form attached).
4. Certificate of Total Project Costs (form attached).
5. Narrative description of proposed scope of work. Include information about green and sustainable components.
6. Narrative description of proposed support services.
7. Most recent audited financial statements of the organization.
8. Copy of first year budget of proposed development.
9. Occupancy information/rental rolls as of the date of site control if the property is being purchased.
10. Occupancy information/rental rolls as of the date the ESG Program application.
11. Draft relocation plan for temporary relocation (onsite and off site), permanent relocation, and a combination of temporary and permanent

relocation. Any questions concerning relocation should be directed to Kaye Anderson at 612-673-5051.

12. Evidence that official neighborhood group review of the ESG funding proposal request has occurred.. It is the applicant's responsibility to obtain the review and submit documentation to the City of Minneapolis by January 31, 2008.
13. Evidence that one person who is homeless or formerly experienced homelessness participates in a policy making function with the organization. This might include involvement on the Board of Directors or similar entity that considers and sets policy or makes decisions for the recipient agency.
14. Request for Small Business Participation Goals (form attached).
15. If the property is not owned by the applicant, a copy of the document showing site control.
16. If the property is leased to the applicant, a copy of the executed lease with the property owner.

Thank you for your interest in the ESG Program. Please direct any questions to Donna Wiemann at 612-673-5257 or donna.wiemann@ci.minneapolis.mn.us

Equal Housing Opportunity