



CITY OF NEW ORLEANS

LaToya Cantrell, Mayor

OFFICE OF HOUSING POLICY & COMMUNITY DEVELOPMENT

Tyra Johnson Brown, Director

2024

Notice of Funding Availability (NOFA)



LOW BARRIER SHELTER

GENERAL INFORMATION & APPLICATION PACKET

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2024 NOTICE OF FUNDING AVAILABILITY (NOFA)

Agency: *Office of Housing Policy and Community Development (OCD)*

Action: **Notice of Funding Availability (NOFA)**

Summary: The City of New Orleans (CNO) is currently operating under the 2022-2026 Consolidated Plan which serves as the planning and application process for four federal formula grants awarded to the City of New Orleans by the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan identifies priority housing, community development, and continuum of care needs and strategies to address these needs. The City of New Orleans partners with community-based organizations to assess, develop, and implement programs to address priority needs of the Consolidated Plan. The Plan identifies priority housing, community development, and continuum of care needs and strategies to address the needs of the City of New Orleans. The City partners with community-based non-profit organizations to assess, develop, and implement programs to address the priority needs of the Consolidated Plan.

Release Date: The 2024 NOFA Application and Registry of Community Organizations Application are available in MS Word Format on the CNO's OCD Webpage: <http://www.nola.gov/community-development/> beginning **February 26, 2024**, as well as, hard copies are available at the Office of Housing Policy and Community Development – 1340 Poydras St., 10th Floor, NOLA 70112. Any questions should be directed to OCD Staff: Madelyn Cosey Sanchez at (504) 658-4214.

Pre-Submission Informational Session Date:

There will be a virtual informational session to assist and to answer questions regarding the correct completion of this NOFA on **Thursday, February 29, 2024, 9:30PM – 10:30AM**. The session is optional and is not required to be awarded funding.

Deadline: No later than **Monday, March 4, 2024, 3:00 PM central standard time (CST)**. An electronic copy in *PDF format of the 2024 NOFA Application* is required to be emailed to: NOFA@nola.gov. Please use “**2024 LOW BARRIER SHELTER NOFA APPLICATION - Your Agency's Name**” as the subject line in the email submission. Applications will not be accepted in any other format. Applications submitted after this date and time will not be considered. **Proposals must be complete at the time of submission.** No addendum will be accepted after the deadline date for submission of proposals.

Funding: **The approximate anticipated funding to be available in this contract period: \$4,000,000.00.** *There is a possibility of additional funding being made available, based upon justification of need and availability of funding.*

Format: Proposals must be typed -- double spaced -- on standard 8½" by 11" paper and have consecutively numbered pages. All proposals must be complete at the time of submission. Incomplete proposals will not be considered for funding. No addenda will be accepted after the deadline date for submission of proposals unless specifically requested by the Review Panel.

All applications must be completed using the forms supplied with this Notice of Funding Availability (NOFA). Applications not following the prescribed format will not be considered for funding.

INSTRUCTIONS FOR ALL APPLICATIONS

- Only one application per applicant will be reviewed.
- The City has the right to determine the grant OR funding source for which the agency will be awarded funding.

Funding Notice Overview:

The City of New Orleans through the Office of Housing Policy and Community Development (OCD) is releasing this NOFA for the award of General Funds. The funding will provide for the operation of the Low Barrier Homeless Shelter that provides approximately 346 beds for the homeless. The shelter provides 24-hours a day/ 7 days a week shelter and services that will stabilize the homeless resident housing needs. A successful applicant will be able to administer the operational services of the low barrier shelter safely, timely, satisfy all City, State and Federal guidelines and provide real time data as needed. The City's preference is to contract with one organization.

Public Service Eligible Activity:

General Fund dollars will be used to address the homeless residents by providing shelter and services of the best practice of Housing First with low barriers for women and men. This includes assessment, case management, basic stabilization of clients, and referrals as needed.

Shelter Operations – Funds may be used for costs of providing public service/ essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelter for homeless families and individuals, and operating emergency shelters.

Eligible Activities under this NOFA include the following:

1. Essential Services - Funds may be used to provide essential services to individuals and families who are in emergency shelters including case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services and transportation.
2. Shelter Operations - Eligible costs are the costs of maintenance (including minor or routine repairs), staff salaries and/or payroll, employee benefits, rent, security, fuel, equipment, insurance, utilities, food, furnishings and supplies necessary for the operation of the emergency shelter.

Agency ineligibility to apply to this NOFA

Proposals from organizations that are delinquent on any Federal debt, any State of Louisiana debt, or any City of New Orleans debt will not be considered for funding.

Proposals from previously funded organizations that have not met audit requirements will not be considered for funding. All audits must be clear of ineligible/disallowed costs related to any and all funding provided by the City of New Orleans.

No contractor principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

Proposals from organizations or managing members that are not in compliance with OCD funding commitments or that have unresolved compliance issues.

The City will not accept proposals submitted by fax. All proposals **must be received** by the City on or before the deadline. The City will not accept proposals delivered after the said deadline.

Anticipated Proposal Timetable

The responses to this NOFA will be read and awarding of funding notification, will be made as soon as possible. This proposed timetable will be no later than three weeks after March 4, 2024.

LEGAL AND REGULATORY AUTHORITY

Pursuant to Article 7, Section 14(C) of the Louisiana Constitution of 1974, and related statutes, and Section 9-314 of the Home Rule Charter of the City of New Orleans, the City may enter into cooperative endeavors with the State of Louisiana, its political subdivisions and corporations, the United States and its agencies, and any public or private corporation, association, or individual with regard to cooperative financing and other economic development activities, the procurement and development of immovable property, joint planning and implementation of public works, the joint use of facilities, joint research and program implementation activities, joint funding initiatives, and other similar activities in support of public education, community development, housing rehabilitation, economic growth, and other public purposes;

GEOGRAPHIC TARGET: Activities under this NOFA must be targeted in **Orleans Parish only**.

ELIGIBLE ACTIVITY

The eligible activities under this NOFA are services for the management and operation of the Low Barrier Homeless Shelter for homeless residents.

KEY FEDERAL REGULATIONS AND REQUIREMENTS

Fair Housing Impact

In accordance with fair housing laws, housing programs funded or assisted with federal funds must be administered in a manner that will affirmatively further fair housing. The City of New Orleans, as a recipient of federal funds, must certify that it will affirmatively further fair housing. In order for the City to certify that it will affirmatively further fair housing, it must analyze and eliminate housing discrimination, promote fair housing choice, provide opportunities for racially and ethnically inclusive patterns of housing occupancy, promote housing that is accessible to and usable by persons with disabilities, and foster compliance with the nondiscrimination provisions of the Fair Housing Act, U.S. HUD, Office of Fair Housing and Equal Opportunity, Fair Housing Planning Guide, at 1-1.

Applicants must include a fair housing impact statement addressing not only how they will refrain from housing discrimination, but also how they will ensure that their housing and programs are accessible to persons with disabilities and do not contribute to or intensify segregated housing patterns.

Housing Rights for Victims of Domestic Violence, Sexual Assault and Stalking

OCD requires that all projects comply with the laws and regulations related to housing rights for victims of domestic violence, dating violence, and sexual assault and stalking (Refer to the Violence against Women Reauthorization Act of 2013 for further information.) An applicant for or tenant of housing assistance under an OCD administered program may not be denied admission to, denied assistance under, terminated from participation in, or evicted from the housing on the basis that the applicant or tenant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking if the applicant or tenant otherwise qualifies for admission, assistance, participation, or occupancy. An incident of domestic violence, dating violence, sexual assault, or stalking shall not be considered a lease violation by the victim, nor shall it be considered good cause for an eviction. If a tenant who is a victim requests an early lease termination, lease bifurcation from the abuser, or transfer to another unit because she/he is in danger, a property shall make every effort to comply with the request and shall not penalize the tenant.

Audit Requirements

OCD requires submittal of the organization's most recent and current audited financial statements with their NOFA response.

SELECTION PROCESS & CRITERIA

The Selection Committee will read and score the proposal. The Selection Committee is comprised of staff from OCD with expertise of the funding sources, City staff with expertise of the funding sources and/or services, and individuals with funding activity knowledge.

Technical Criteria

- (15%) Relevant organizational experience;
- (30%) Strength of program implementation and staffing plans;
- (10%) Integration of Medicaid;
- (5%) Quantity and quality of partnership plans and at least 5% funding match;
- (30%) Operational and programmatic budget;

Disadvantage Business Enterprise (DBE) Participation

To ensure the full participation of DBE's in all phases of the City's procurement activities, all Proposers at time of proposal submission shall complete and submit a DBE Participation Plan. If a DBE Participation Plan is not submitted, it shall be determined that the proposer was non-responsive to the DBE provisions and the proposal will not be evaluated by the selection committee.

- (5%) Proposal complies with contract DBE participation goal of **35%** or will conduct good faith efforts to do so.
- (5%) Proposal submitted a quality DBE Participation Plan that includes innovative strategies and approaches to achieve and maintain compliance over the contract term, including firm's past performance on meeting DBE goals, technical assistance and supportive services designed to increase participation and build capacity in the DBE community.

Shortlist

The City at its sole discretion may recommend a selection of Respondents for a short list based on the overall ranking.

During the review of any proposal, the Evaluation Committee may:

- Conduct reference checks relevant to the System with any or all of the references cited in a Proposal to verify any and all information, and rely on or consider any relevant information from such cited references in the evaluation of Proposals;
- Seek clarification of a Proposal from any or all Respondents and consider such supplementary information in the evaluation of Proposals;

- Request interviews/presentations with any, some or all Respondents or Team Members to clarify any questions or considerations based on the information included in Proposals during the evaluation process, and consider any supplementary information from interviews/presentations in the evaluation; and

Each proposal will be read and scored by three (3) selection committee members who received training prior to rating the proposals. After reading, the evaluators are convened for discussion regarding the applications. The final score of each application is the average of the three (3) evaluators' scores. The recommendations and scores are reviewed by but not limited to the Director of Housing Policy and Community Development, Director of Housing, Director of Fiscal, and Deputy Director of Neighborhood Services & Facilities who administer the funding and who make funding recommendations for the mayor's approval and signature.

Please note that based on the availability of funds, OCD will have the option to extend highly performing contracts for additional years. The City of New Orleans reserves the right to fund lower rated proposals over higher scoring proposals in any program category to address gaps in services and to provide an equitable distribution of funds to assist an underserved population, geographical area, etc.

It is recommended that the City of New Orleans' 2022 – 2026 Consolidated Plan located at: <https://nola.gov/community-development/consolidated-annual-action-plan/> be reviewed to ensure program alignment.

GRANT AWARD PROCESS

The City of New Orleans will notify conditionally selected applicants in writing. Notification of award is not a guarantee of funding. Award letters will include conditions of award that must be met prior to the receipt of funding. Awards should not be construed as a guarantee by the City to renew contracts automatically beyond the initial 12-month contract period. All awards are subject to further contract negotiation and availability of funds.

As necessary, the Office of Housing Policy and Community Development will subsequently request conditionally selected applicant to submit additional project information which may include documentation showing project feasibility; documentation of firm commitments for cash match; documentation showing site control; information necessary for the Office of Housing Policy and Community Development to perform an environmental review, where applicable; and such other documentation as specified by the Office of Housing Policy and Community Development in writing to the applicant that confirms or clarifies information provided in the application or that revises information provided in the application based on the level of funding.

Applicants will also be notified of the deadline for submission of such requested information. If an applicant is unable to meet any condition of the grant award within the specified time frame, the City of New Orleans reserves the right to rescind the notice of award and to use the available funds for other applicable programs. **The applicant is expected to expend all awarded funding during the initial contract period.**

Any organization awarded funding should be aware that they **will be required to attend mandatory meetings** which may impact service delivery. Failure to attend any such meetings will impact an agency's future funding. **Should an agency apply for future funding up to 10 points per meeting unattended can be deducted from the organization's subsequent application score.**

THE CITY OF NEW ORLEANS RESERVES THE RIGHT TO CANCEL, IN WHOLE OR IN PART, THIS NOFA/RFP AT ANY TIME AND WITHOUT NOTIFICATION. THIS CANCELLATION INCLUDES CHANGES TO THE AMOUNT OF FUNDS AVAILABLE AND CATEGORIES OF ASSISTANCE/ELIGIBLE ACTIVITIES TO BE SUPPORTED.

APPLICATION

Low Barrier Homeless Shelter Operation



CITY OF NEW ORLEANS
OFFICE OF HOUSING POLICY AND COMMUNITY DEVELOPMENT
2024 NOTICE OF FUNDING AVAILABILITY (NOFA)
GENERAL FUNDING

PROJECT APPLICATION

Contract Period of Performance: April 1, 2024- December 31, 2024

Submittal requirement: Application must be submitted no later than 3:00pm CST on Monday, March 4, 2024 electronically to: NOFA@nola.gov.

Pre-submission Informational Session:
Thursday, February 29, 2024 9:30AM - 10:30AM
Virtual - See City's website for log-in information at
<http://www.nola.gov/community-development>

For OCD Use
Only:
 Proposal #



Date received:

PART 1: AGENCY INFORMATION

A. ORGANIZATION INFORMATION:				
Name:				
Business Address				
City		State		Zip
Area Code w/ Phone Number				
Employer Identification Number (EIN)				
Data Universal Numbering System (DUNS#)				
Unique Entity Identifier (UEI#)				
Contact Person's Name				
Title				
Email Address				
Telephone#				

B. Application Verification of Accuracy & Authorization by Board Officer or CEO/CFO

Signature		Date Signed	
Print or Type Name and Title			

TOTAL REQUESTED FROM OCD UNDER THIS NOFA:

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NON-MANDATORY PRE-SUBMISSION INFORMATIONAL SESSION

A Non-Mandatory Pre-Submission Conference will be held on Thursday, February 29, 2024, via a virtual conference call.

See below to join the pre-proposal conference remotely:

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 232 262 171 547

Passcode: a5BWCM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 504-356-4110,,109786393#](#) United States, New Orleans

Phone Conference ID: 109 786 393#

PROGRAM DESCRIPTION

The City of New Orleans, Mayor LaToya Cantrell and the agencies of the Continuum of Care are committed to the development of a Housing First, best practice, Homeless Continuum of Care where an integrated, collaborative system of shelter, services and housing meet the needs of the persons they serve. This system of care must be able to immediately assess and shelter persons who are homeless; helping them move quickly to the appropriate permanent housing intervention with priority given to persons with the greatest need for housing.

To achieve this goal and meet the federal and local priority of ending chronic homelessness, the City of New Orleans is seeking proposals from homeless providers for the operation of an approximately 346-bed, 24-hours-a-day/7-days-a-week Low-Barrier Shelter for homeless men and women, with an annual operating budget of approximately \$4.0 million. *There is a possibility of additional funding being made available, based upon justification of need and availability of funding.*

The overall goal is to provide a safe community environment within which homeless individuals can be engaged, connected to essential stabilization services, sheltered and supported while they rapidly move to appropriate housing. Broadly speaking, this program is meant to serve those most in need and those currently falling through the cracks of the homeless services system.

“Low-barrier” shelter programs are defined as programs that run safely without requirements that either keep homeless people from entering the facility or that cause them to leave before they can find permanent housing. The ‘low-barrier’ shelter model is essential to ending homelessness because it creates an access point for hard-to-serve clients to connect with permanent housing and essential services.

The shelter serves as an initial and temporary place for homeless persons to stay as they are navigated to permanent housing. It will be an especially important access point for hard-to-serve clients with such conditions as serious and persistent mental illness as well as those with a primary diagnosis of substance dependence.

The shelter operator handles all the operational aspects of the facility. That includes managing the operations of the shelter, so the facility is a safe, calm and positive environment, while also providing front line services to ensure assessment, case management, basic stabilization of clients, and referrals for needed services that maybe at the facility or offsite where appropriate. Additionally, the shelter operator coordinates any onsite service partners who may be able to provide assessment, case management, basic stabilization for clients and referrals, along with additional services like mental health and substance abuse treatment.

The shelter operator needs to provide experienced leadership, management, and front-line staff trained in assertive engagement techniques designed to motivate the most vulnerable and toughest to house homeless people. The operator would also need residential monitors and capacity for dealing with vulnerable populations.

Other operational details to be handled by the low barrier shelter operator include being responsible for providing three meals a day with two of those meals being nutritionally balanced. Hot prepared meals are encouraged. Meals can be prepared off-site or onsite in the industrial kitchen that has industrial equipment. The operator is responsible for volunteer coordination.

A suitable facility will be provided, insured, and maintained by the City of New Orleans on the second and third floor of 1530 Gravier Street, which is right above the currently operational ~15,000 square foot Community Resource and Referral Center (CRRC) homeless day shelter. The CRRC is another city owned facility which houses the VA's homeless services team along with several other local service providers currently including, Traveler's Aid and the Harry Tompson Center. The facility operates at capacity and hosts ~approximately 200 visitors every weekday. It provides day shelter, showers, clothes washing, and help with accessing mainstream benefits, employment, identification, and legal assistance.

As a part of managing the low barrier shelter, the operator is responsible for engaging and managing a security detail (both are and unarmed) that would secure the facility 24 hours/7 day a week at the low barrier shelter on the second and third floor. Additionally, the low barrier shelter operator is responsible for collaborating and coordinating security functions with nearby property managers, New Orleans Police Department (NOPD), Downtown Development District (DDD) and other parties.

Janitorial services for the second and third floors will be the responsibility of the shelter operator.

II. GEOGRAPHIC AREA: Activities are provided in **Orleans Parish.**

PROGRAM OPERATIONAL AND ADMINISTRATIVE REQUIREMENTS

The primary goal of this program is to provide safe shelter and voluntary stabilization services for individuals who have been living on the streets, while they await entry into the appropriate housing option. Broadly speaking, this program is meant to serve those most in need and those currently falling through the cracks of the homeless services system.

Most clients served will be chronically homeless and unsheltered homeless as defined by the U.S. Department of Housing and Urban Development (HUD). However, the shelter is also meant to accommodate other populations of homeless individuals, not just those who are chronic, unsheltered, or have high Vulnerability Index Service Prioritization Decision Assistance Tool For Individuals (VI-SPDAT) assessment scores.

The shelter operator must agree to abide by criteria for low barrier shelter admission, which includes that the client:

- Is homeless (living in places not meant for human habitation or emergency shelter).
- Is age 18 or older.
- Agrees to treat neighborhood and neighbors with respect.
- Agrees to be nonviolent.
- Agrees not to use or sell drugs or illegal substances or consume alcohol on the premises.
- Agrees not to carry weapons on the premises.
- Agrees to treat other clients, staff and the property with respect.
- Agrees to obey fire and other safety regulations.

*Admission Criteria that is **not** consistent with low-barrier shelter management*

- Requirement of sobriety and/or commitment for clients to be drug free
- Requirement to take medication if the client has a mental illness
- Participation in religious services or activities
- Participation in drug treatment services (including NA/AA)
- Proof of citizenship
- Confirmation of identification
- Payment or ability to pay for admission to the shelter (though saving plans for clients are encouraged)
- Requirement to enter or leave the facility at a designated time

As the Shelter Operator, expectations for provision of shelter services and coordination include:

1. Operation of a 24 hour/7 day per week low barrier ~346-bed facility with a low threshold for entry for adults 18 or over (men and women)
2. Close coordination and collaboration with manager and service providers located at the CRRC.
3. Maintaining a flexible, but structured entry process whereby those who are chronically homeless (HUD definition) and/or are unsheltered homeless are accommodated. As a part of this structured entry process and in order to maintain high occupancy rates available beds will be provided on a first come, first serve basis, but as a part of the structured entry process, close coordination and collaboration is required between the operator, the City's Office of

Homeless Services and Strategies, UNITY of Greater New Orleans, the service providers of the Continuum of Care, and NOPD's Homeless Assistance Unit.

4. Active participation in community-wide homelessness strategic plan development and implementation, including a direct focus on improving shelter throughput and successful exits to housing;
5. Working with partners to assist participants in obtaining permanent housing, especially Permanent Supportive Housing (PSH) for the chronically homeless
6. Assisting participants in obtaining permanent housing, food stamps, Medicaid, and, if eligible, Social Security and Social Security Disability
7. Linking participants to community and mainstream resources
8. Participating in TB disease controls and provide related documents as required
9. The operator will manage the security and janitorial contracts for the 2nd and 3rd floor of the shelter.
10. Ensuring accessibility in compliance with the American with Disabilities Act (ADA)
11. Identifying strategy for managing clients with pets
12. Implementing a client engagement model that focuses on evidence-based practices including Assertive Engagement, Peer Supports and motivational interviewing to engage clients in services as they and staff are seeking housing
13. Following additional policy guidelines and procedures to be set forth related to monitoring requirements, fiscal invoicing, grievance policies, and budget modification processes.
14. Work with partners to assist participants to get vaccinated for the COVID and flu viruses, as well as other mitigating measures against communicable diseases.

As the Shelter Operator, Administrative Services and expectations include:

1. Entering all data into Homeless Management Information System (HMIS) for all clients; submit City-required quarterly and annual reports
2. As required, sharing data concerning outcomes of clients with the City of New Orleans and participate in performance and accountability meetings with the City regarding shelter operations, including intake, assessment, case management, referral, counseling, and access to other services
3. Executing Memorandums of Understanding (or similar formal relationships) for all partner organizations working in the low barrier shelter. These MOUs should articulate the terms of the relationship, the time period for the commitment, the kind of services or products offered
4. Complying with Performance Measurement standards outlined in this proposal and all aspects of local, state and federal law
5. Cooperating with City of New Orleans regarding all monitoring and other performance requirements
6. Maintaining open and regular communication with local stakeholders
7. Work closely with the City's Homeless Services and Strategies Department who will oversee the shelter's daily operations and administration.

APPLICATION REQUIREMENTS

NARRATIVE: Include the following information in your proposal which should not exceed 10 pages, not to include cost budget and budget narrative.

1.) Organizational Experience (15 points)

- a. Provide organization's experience and past performance in providing low-barrier shelter and services for the specific population to be served (Chronically and other literally homeless individuals).
- b. Provide information on the organization's ability to support the operation of a 24/7 facility-based shelter through a descriptive narrative of your operational model
- c. Describe why your organization is interested in and committed to operating a low-barrier shelter

2.) Program Implementation and Staffing (30 points)

- a. Describe how your organization's program model reflects a commitment to the "Housing First" philosophy, as well as other evidence-based practice models (e.g., Assertive Engagement, Peer Supports, Motivational Interviewing or other best practice interventions for hard-to-serve populations.), in order to ensure homeless people have a safe place to reside without requiring compliance with service, treatment, or medication.
- b. Provide as comprehensive a description as possible of: 1) the admissions process and 2) the strategies used for client engagement and referral
- c. Briefly describe how your organization will effectively manage the facility and with what organizations you will partner for additional service provision
- d. Provide a description of the staffing pattern to operate a 24/7 facility.

Please include job descriptions for all staff

- i. Describe the staffing patterns for both daytime and night time hours, including leadership, residential monitors, Licensed Clinical Social Worker (LCSW) or other appropriate medical staff like a registered nurse (RN) and behavioral health staff for the severely inebriated and medically vulnerable individuals.
 - ii. Describe security and administrative support staffing patterns
 - iii. Staff qualifications and experience working with the chronically homeless and other hard to serve populations.
 - iv. Describe methods and practices likely appropriate to collaborate with and coordinate security functions with nearby property managers, NOPD, DDD and other parties.
- e. Provide a description including timeline of the implementation steps, to operate shelter as a 24/7 facility and program.
- f. Describe how your program will work to help ensure a short length of time in the program (30-60 days) and successful transition to permanent housing (the HEARTH Act calls for a short length of time that people spend homeless) and how it will work to prevent residents' return to homelessness.
- g. Describe your organization's commitment and ability to operate this facility and program on a sustained basis, assuming the grant is funded.

3.) DBE Participation (10 points)

To ensure the full participation of DBE's in all phases of the City's procurement activities, all Proposers at time of proposal submission shall complete and submit a DBE Participation Plan. If a DBE Participation Plan is not submitted, it shall be determined that the proposer was non-responsive to the DBE provisions and the proposal will not be evaluated by the selection committee.

- (5 points) Proposal complies with contract DBE participation goal of **35%** or will conduct good faith efforts to do so.

- (5 points) Proposal submitted a quality DBE Participation Plan that includes innovative strategies and approaches to achieve and maintain compliance over the contract term, including firm's past performance on meeting DBE goals, technical assistance and supportive services designed to increase participation and build capacity in the DBE community.

4.) Operational and Program Budget (30 points)

- a. Provide a detailed budget and budget narrative. Explain and justify each proposed budget line item with particular attention to staffing patterns.

5.) Medicaid Integration (10 points)

- a. Medicaid is an increasingly important financial resource that may be accessed in a variety of ways to serve vulnerable clients in the shelter. The applicant must be able to demonstrate how Medicaid services will be integrated into the shelter services. The applicant must be a Medicaid-billable service provider or must plan to partner with a Medicaid-billable service provider as demonstrated through a formal MOU. The applicant should enumerate what services offered at this facility may be Medicaid-billable. The applicant or said partner should also demonstrate ability to verify Medicaid enrollment and assist uninsured clients in Medicaid applications.

6.) Match and Partnerships (5 points)

- a. The ability of the applicant to provide 5% cash/in-kind match. Match resources are those that would be used to directly operate the shelter and directly fit into one or more of the budget line items for the shelter.
 - i. Cash match must be documented by identifying the source of the match and the provision of a dated award letter. The applicant should also be able to provide a detailed description of activities to be funded through cash match. Examples of cash match are grants from other sources or private donations that may be used to help provide key activities necessary to program operations such as the salary of staff positions or essential training and support activities for clients.
 - ii. In-kind match must be documented through the provision of a signed/dated MOU or similar formal document that articulates the in-kind service being provided. The applicant should also provide an estimate of the value of goods/services being provided. Examples of in-kind match are donations of food, blankets or toiletries or professional services that are donated.
 - iii. Items identified as match may not be identified as leverage.

- b.** The ability of the applicant to leverage resources or strategic partnerships that may enhance shelter operations, shelter management or service provision to clients.
 - i.** Leveraging must be demonstrated through formalized, signed and dated agreements such as a Memorandum of Understanding (MOU) or similar formal document. Leverage support documentation should include a description of services or products that may enhance the program such as access to transportation services and providing technology products. Unlike match, leveraged resources do not have to fit into eligible cost categories identified in the budget. Examples of leverage could be periodic use of volunteers for clients. or the provision of landscaping services.
 - ii.** Items identified as leverage may not be also used as match.

PERFORMANCE MEASUREMENTS

Measuring performance is a critical aspect of improving the way homeless persons are served. The following performance standards articulate the expectations for performance of the applicant in operating the low barrier shelter. These measures will be captured in the New Orleans HMIS and align with local and federal benchmarks. The goals identified are intended to serve as a benchmark for success. The first year of performance will be focused on establishing a baseline of performance. It is important that timely data entry into HMIS be completed to track progress towards goals. Furthermore, it is expected that the operator will participate in monthly meetings with City of New Orleans' Office of Performance and Accountability and the City's Office of Community Development regarding the operations of the shelter.

Measure	Data Description	Tracking Mechanism	Projected Goal
Occupancy	Number of persons served within the reporting period	Personal ID, Contact Date, Contact Type	90-100%
Coordinated Assessment	Number and percentage of persons served who reside in the shelter 3+ days that have a completed VI-SPDAT within the reporting period	Personal ID, Project Entry, VI-SPDAT	80-90%
Connection to Mainstream Services	Number of persons that stay in the shelter 14+ days that have a connection to a cash or non-cash mainstream service	Personal ID, Services, Medicaid enrollment/eligibility	75%
Median Length of Stay	Tenure in program	Person ID, entry date, exit date	30-45 days
Permanent Housing Placement	Number of persons who have moved into a permanent housing placement – self-resolved, RRH, PSH, etc.	Personal ID, entry, exit date, Reason for Leaving	75%

SUBMISSION REQUIREMENTS

To achieve a uniform review process and obtain the maximum degree of comparability, it is required that the proposals be organized in the manner specified below. Proposal shall include all the following:

1) Title Page

Show the name of your firm, address, email address, telephone number(s), facsimile machine number(s), name of contact person and date.

2) Table of Contents

Clearly identify the materials by section, page number, and tabs.

3) Letter of Transmittal (Limited To One Page)

Briefly state your firm's understanding of the services to be performed and make a positive commitment to provide services as specified. Give the name(s) of the person(s) who is/are authorized to make representations for your firm, their title, address, email address, telephone number(s) and facsimile number(s).

4) Proposal Contents

Proposals should contain a clear and comprehensive response to all requirements/questions in the order contained herein.

All proposals and/or documentation submitted therewith are City property for all purposes. Respondents will clearly mark documents or information claimed exempt from public records disclosure and specifically justify the exemption. The City will not credit any blanket exemption claims lacking specific justification. The City does not guarantee the confidentiality of submissions.

MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as the following:

1) Commercial General Liability (CGL): Insurance Services Office Form, covering CGL on an “occurrence” basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2) Employee Dishonesty (Fidelity Bond/Crime Insurance): Contractor shall maintain Employee Dishonesty coverage and, when applicable, Inside/Outside Money & Securities coverages for City property in the care, custody and control of the contractor. Coverage limits shall not be less than \$500,000.

3) Cyber Liability: Minimum limits of **\$1,000,000** for third party losses including, but not limited to: Data Privacy and Network Security Liability, Internet and Communications Liability, Professional Services Liability, Programming Errors & Omissions Liability, Replacement or Restoration of Electronic Data, Crisis Management Expense, Notification Expense, Data Privacy Regulatory Expense, Credit Monitoring Expense, Cyber Investigation Expense, and Security Breach Expense.

4) Abuse and Molestation Coverage: Either by endorsement to the CGL Policy or by separate policy with limits no less than **\$1,000,000** per claim.

5) Workers' Compensation: as required by the State of Louisiana, with Statutory Limits, and Employer's Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.

Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions:

Additional Insured Status

Contractor will provide, and maintain current, a Certificate of Insurance naming The City of New Orleans, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as “Additional Insureds” on the CGL policy with respect to liability arising out of the performance of this agreement. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used) . The Certificate of Insurance, as evidence of all required coverage, should name the City of New Orleans Risk Manager as Certificate holder and be delivered via U.S. Mail to 1300 Perdido Street, 9E06—City Hall, New Orleans, LA 70112.

Primary Coverage

For any claims related to this contract, **Contractor's insurance coverage shall be primary** insurance as respects the City, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the City shall be non-contributing to Contractor's coverage.

Claims Made Policies

1. The retroactive date must be shown and must be before the date of the contract or the beginning of work.
2. If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Contractor must purchase “extended reporting” coverage for minimum of five (5) years after the termination of this agreement.

Waiver of Subrogation

Contractor and its insurers agree to waive any right of subrogation which any insurer may acquire against the City by virtue of the payment of any loss under insurance required by this contract.

Notice of Cancellation

Each insurance policy required above shall provide that **coverage shall not be canceled, except with prior notice to the City of no less than 30 days.**

Acceptability of Insurers Insurance is to be placed with **insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A:VII,** unless otherwise acceptable to the City.

1. The Contractor will provide the City with the following documents upon request for inclusion with the agreement for full execution:
 - a. Proof of coverage for each policy of insurance required by this Agreement.
2. Without notice from the City, the Contractor will:
 - a. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement;
 - b. Substitute insurance coverage acceptable to the City within thirty (30) calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement;and

Notify the City’s Risk Manager in writing within ten (10) days of its receipt of any notice of non-renewal, cancellation, or reduction in coverage or limits affecting any policy of insurance maintained under this Agreement

DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS

I - DBE PROGRAM COMPLIANCE

The requirements of the City of New Orleans ("City") Disadvantaged Business Enterprise ("DBE") Program apply to this Agreement. It is the policy of the City to practice nondiscrimination based on social and economic disadvantage, race, color, gender, disability and national origin in the award and performance of contracts.

In consideration of this policy and pursuant to Division 2 of Article IV of Chapter 70 of the Code of the City, the City enacted the DBE Program for all City contracts.

Contractor agree to use its best efforts to fully and completely carry out the applicable requirements of the City's DBE Program in the award and administration of this Agreement, including without limitation, all reporting requirements and established DBE participation percentage. The Contractor's failure to carry out these requirements, as determined in good faith by the City's Office of Supplier Diversity ("OSD"), shall be deemed a material breach of this Agreement. This material breach may result in the termination of this Agreement and/or the pursuit of any other remedies available to the City under any applicable law, ordinance, or rule, including, but not limited to those set forth in the City's Policy Memorandum for the DBE Program

II - DBE CONTRACT GOAL

The requested DBE Contract Goal is listed in the contract section of the invitation to bid.

NOTE: All non-public works contracts have a default goal of 35% DBE participation.

Participation shall be counted toward meeting the contract goal based on the following:

1. Only business entities certified as SLDBE or LAUCP-DBE are counted toward the contract DBE participation goal.
2. The Bidder/Proposer may count only the total dollar value of the subcontract awarded to certified DBE subcontractor/supplier(s) toward the contract goal.
3. A Bidder/Proposer can count 100 % of the DBE's participation provided that the DBE has committed to performing at least 51% of the work with its own forces.
4. Bidder/Proposer may count 100 % of DBE Manufacturer Supplier's participation and 60 % of DBE Non-Manufacturer supplier's participation toward its contract goal.
5. When the Bidder/Proposer is in a joint venture with one or more DBE business entities, the OSD, after reviewing the joint venture agreement, shall determine the percent of participation that will be counted toward the contract goal.
6. Bidder/Proposer may count toward its contract goal only those DBE subcontractors/suppliers performing a Commercially Useful Function.

"DBE Commercially Useful Function means" a discrete task or group of tasks, the responsibility for performance of which shall be discharged by the DBE firm by using its own forces or by actively supervising on-site the execution of the tasks by another entity for whose work the DBE firm is responsible. In determining whether a certified firm is performing a commercially useful function, factors including, but not limited to, the following shall be considered:

- a. Whether the business entity has the skill and expertise to perform the work for which it is being utilized and possesses all necessary licenses;

- b. Whether the firm is in the business of performing, managing, or supervising the work for which it has been certified and is being utilized;
- c. Whether the DBE subcontractor is performing a real and actual service that is a distinct and verifiable element of the work called for in a contract.
- d. Whether the DBE subcontractor performed at least thirty percent (30%) of the cost of the subcontract (including the cost of materials, equipment or supplies incident to the performance of the subcontract) with their own forces.

III - DBE DIRECTORY

Contractors may only utilize certified SLDBE and/or Louisiana Unified Certification Program (LAUCP) DBE firms from the following lists to meet the City's DBE Program goals.

- a. Contractors agree to utilize the City's SLDBE directory of certified firms as a first source when searching for certified DBE business entities. The SLDBE directory includes entities certified through Sewerage and Water Board of New Orleans, New Orleans Aviation Board and Harrah's New Orleans. The SLDBE directory is available at www.nola.gov.
- b. The Louisiana Unified Certification Program ("LA UCP") directory is available at www.dotd.louisiana.gov.

Information on locating these directories may also be requested from the OSD at supplierdiversity@nola.gov.

IV - GOOD FAITH EFFORT POLICY

In accordance with Sec.70-461 of the City Code, the City shall reject any bid and shall not award, enter into or amend any contract that is not supported by documentation establishing that the Bidder/Proposer has met the applicable contract DBE participation Goal or made Good Faith Efforts to the applicable contract DBE participation goal.

Good Faith Efforts are steps taken to achieve a contract DBE participation goal or other requirements which, by their scope, intensity and usefulness demonstrate the Bidder's or Proposer's responsiveness to fulfilling the City's DBE Program goals prior to the award of a contract, as well as the Contractor's responsibility to put forth measures to meet or exceed the contract DBE participation goal throughout the duration of the contract.

The OSD shall be responsible for determining whether a Bidder/Proposer has made their best efforts to achieve the DBE Program contracting objectives. In making this determination, the DBE Compliance Officer shall consider the following factors:

A. SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:

- i. Bidder/Proposer listed all selected scopes or portions of work to be performed by DBEs in order to increase the likelihood of meeting the contract goal for the project
- ii. Bidder/Proposer listed the estimated value of each scope or portions of work identified.

B. NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES:

- i. Bidder/Proposer contacted the OSD to request submission of subcontracting opportunities on the DBE Opportunities page.

- ii. Bidder/Proposer included a copy of each announcement or notification.

C. INITIAL SOLICITATION & FOLLOW-UP:

- i. Bidder/Proposer listed all certified DBE firms that received written notification of work items to be subcontracted and documented the certified firm's response.
- ii. Bidder/Proposer included copies of the written notice(s) sent to certified firms.

D. NEGOTIATE IN GOOD FAITH:

- i. Bidder/Proposer provided an explanation for any rejected DBE bid or price quotation.
- ii. Bidder/Proposer included a copy of the written rejection notice including the reason for rejection to the rejected DBE firm.

If a Bidder/Proposer fails to submit documented Good Faith Efforts as outlined, the bid shall be considered non-responsive.

The OSD may take into account the performance of other Bidders/Proposers in meeting the contract DBE participation goal and may, if deemed advisable, request further information, explanation or justification from any Bidder/Proposer. For example, Bidder's past performance on similar contracts with similar scopes and/or a Proposer's prior history utilizing DBEs will also be taken in consideration when determining Good Faith Efforts.

Good Faith Efforts shall be monitored throughout the life of the contract and evaluated on a case-by-case basis in making a determination whether a Bidder or Proposer is in compliance with the Good Faith Effort policy.

To obtain a copy of the Good Faith Effort Policy contact OSD at supplierdiversity@nola.gov.

V - REQUIRED DBE FORMS

A. BIDS:

In accordance with Louisiana Public Bid Law, the two apparent lowest bidders on an invitation to bid shall complete and submit all required post bid documents within three (3) business days of the bid opening. If the required post bid documents are not received within three (3) business days of the bid opening it shall be determined that bidder was non-responsive.

The following DBE documents must be received within three (3) business days of the bid opening:

1. DBE Compliance Form-1: This form is used to establish your DBE commitment on a City of New Orleans bid, RFP or solicitation response. The Bidder shall provide a list of all proposed DBE subcontractor(s).

If the Bidder has attained the amount of DBE participation to meet the contract goal, only submit DBE Compliance Form-1.

2. DBE Compliance Form-2: This form is used to document Good Faith Efforts when the amount of DBE participation committed on DBE Compliance Form-1 is less than the Contract Goal. The Bidder shall provide all required supporting documentation of demonstrated Good Faith Efforts as specified on DBE Compliance Form-2.

3. After receipt and review of the required post-bid documents, the OSD will determine if the Bidder has provided valid DBE Compliance Forms and (if applicable) evidence of demonstrated Good Faith Efforts.

Thereafter, the Bidder/Contractor shall be bound by the established percentage, as approved by the OSD.

B. Request for Proposals (“RFP”) / Request for Qualifications (“RFQs”):

To ensure the full participation of DBE’s in all phases of the City’s procurement activities, all Proposers at time of proposal submission shall complete and submit a DBE Participation Plan.

1. **DBE Participation Plan (Attachment “C”):** A completed DBE Participation Plan shall be considered a methodology on how the Proposer plans to meet the contract DBE participation goal if awarded the project.
 - a. If a DBE Participation Plan (Attachment “C”) is not submitted, it shall be determined that the Respondent was non-responsive to the DBE provisions and the proposal will not be evaluated by the selection committee.
2. Within ten (10) days of the City’s issuance of the Notice to Award letter, the selected Proposer shall complete and submit a DBE Compliance Form-1: This form is used to establish your DBE commitment on a City Bid, RFP or solicitation response. The selected Proposer shall provide a list of all proposed DBE subcontractor(s).
 - a. If the amount of DBE participation committed on DBE Compliance Form-1 is less than the Contract Goal, the selected Proposer shall complete DBE Compliance Form-2: This form is used to document Good Faith Efforts when the amount of DBE participation committed on DBE Compliance Form-1 is less than the contract DBE participation goal. The selected proposer shall provide all required supporting documentation of demonstrated Good Faith Efforts as specified on DBE Compliance Form-2.

The OSD shall review the contents of all required DBE Compliance Forms and may, if deemed advisable, request further information, explanation or justification from any Bidder/Respondent. Thereafter, the Contractor shall be bound by the established percentage, as approved by the OSD.

VI - CONTRACTOR COOPERATION

The Contractor shall:

1. Designate an individual as the “DBE Liaison” who will monitor the Contractor’s DBE participation as well as document and maintain records of “Good Faith Efforts” with DBE subcontractors/suppliers (“DBE Entities”).
2. Execute written contracts with DBE Entities that meet the applicable DBE goals.
 - a. The Contractor shall provide the DBE Compliance Officer (“DBECO”) with copies of said contracts within thirty (30) days from the date the Agreement is fully executed between the City and the Contractor.
 - b. The Contractor shall agree to promptly pay subcontractors, including DBE Entities, in accordance with law.
3. Establish and maintain the following records for review upon request by the OSD:

- a. Copies of written contracts with DBE Entities and purchase orders;
- b. Documentation of payments and other transactions with DBE Entities;
- c. Appropriate explanations of any changes or replacements of DBE Entities, which may include a record of “Post-Award Good Faith Efforts” for each certified firm that the Contractor does not use in accordance with the approved DBE participation submission;
- d. Any other records required by the OSD.

The Contractor is required to maintain such records for three (3) years after completion or closeout of the Agreement. Such records are necessary to determine compliance with their DBE obligations.

- 4. Post monthly payments and submit regular reports to the DBECO as required via the online “Contract Compliance Monitoring System” or other means approved by the OSD.
 - a. The Contractor shall submit the initial report outlining DBE participation within thirty (30) days from the date of notice to proceed (or equivalent document) issued by the City to the Contractor. Thereafter, “DBE Utilization” reports shall be due on or before the fifteenth (15th) day of each month until all DBE subcontracting work is completed.
 - b. Reports are required even when no activity has occurred in a monthly period.
 - c. If the established percentage is not being met, the monthly report shall include a narrative description of the progress being made in DBE participation.
 - d. The Contractor may also be required to attach or upload copies of canceled checks or bank statements that identify payer, payee and amount of transfer to verify payment information as indicated on the form.
- 5. Conform to the established percentage as approved by the OSD.
 - a. The total dollar amount of the Agreement shall include approved change orders and amendments. For a requirements contract, the total dollar amount shall be based in actual quantities ordered.
 - b. No changes to the established percentage and DBE Entities submitted on DBE Compliance Form-1 shall be allowed without approval by the OSD.
 - c. The City will not adjust the contract for any increase in cost due to replacement of DBE Entities.

VII - POST-AWARD MODIFICATION

The OSD may grant a post-award modification request if:

- a. for a reason beyond the Contractor’s control, the Contractor is unable to use the certified DBE entity submitted on DBE Compliance Form-1 to perform the specified work. The Contractor must notify the OSD of the intent for removal and substitution of a certified DBE immediately upon determination of that the DBE submitted on Compliance Form -1 is unable to perform the specified work. In such case, the Contractor shall use and document “Good Faith Efforts” to find a similarly qualified and certified DBE entity to perform such specified

work. The same criteria used for establishing “Good Faith Efforts” in maximizing the participation of DBE Entities prior to awarding the Agreement will also apply to the substitution of DBE subcontractors during the performance of the Agreement; or

- b. the Contractor reasonably believes that, due to a change of scope, execution of the work in accordance with the directions from the City is unlikely to meet the established percentage or terms. In such case, the Contractor shall use and document “Good Faith Efforts” to achieve a reasonable amount of DBE participation on the remaining work on the Agreement.

VIII - MONITORING DBE PARTICIPATION

To ensure compliance with DBE requirements during the term of the Agreement, the DBECO will monitor the Contractor’ use of DBE subcontractors/suppliers (“**DBE Entities**”) through the following actions:

1. Job site visits;
2. Electronic payment tracking via the Contract Compliance Monitoring System or other means as approved by the OSD;
3. Routine audits of contract payments to all subcontractors;
4. Reviewing of records and reports; and/or
5. Interviews of selected personnel.

The DBECO may schedule inspections and on-site visits with or without prior notice to the Contractor or DBE Entities.

IX - FAILURE TO COMPLY

If the DBECO determines in good faith that the Contractor failed to carry out the requirements of the DBE Program, such failure shall be deemed a material breach of this Agreement. This material breach may result in the termination of the Agreement and/or the pursuit of any other remedies available to the City under any applicable law, ordinance, or rule, including, but not limited to those set forth in the City’s Policy Memorandum for the DBE Program.

All DBE Compliance forms are maintained by the OSD and are subject to change.

Please contact the OSD at supplierdiversity@nola.gov to request a copy of all DBE referenced documents.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION PLAN

(Must be submitted with proposal)

Appendix C



DBE Compliance
Form-1 (DBE Respon

Appendix D



DBE Compliance
Form-2 (Documentat

ORGANIZATIONAL FINANCIAL CAPACITY (30 POINTS)

Use the space below to describe the financial capacity of the agency to manage the finances of the program until reimbursed.

Office of Housing Policy & Community Development NOFA 2024

Low Barrier Homeless Shelter

EXHIBIT 8: BUDGET/FINANCIAL RESOURCES (30 POINTS)

Agency application must include a line-item budget and budget narrative that explains and justifies how each line item will be expended. The budget should be reasonable and consistent with the proposed level of service delivery. In the general narrative comments section include and identify in-kind contributions and fund-raising activities to support program activities.

The budget section consists of three (3) pages. Including:

- X General information
- X Budget Line-Item Details Form
- X Budget Narrative Form
- X Budget Classification of Expenditures and Line-Item Numbers

All line-item requests must be placed in these general categories. Please use the Classification of Expenditures and Line-Item Numbers to determine the correct budget category.

In the **ACCT. NO.** column list the line-item number. The **LINE-ITEM** column contains the line-item description taken from the List of Line Items. Fill in the amount requested in the column marked **REQUESTED BUDGET**. When preparing the Budget forms, complete all sub-totals and totals.

NARRATIVE: Each budget submitted must include a justification narrative. In each section complete the required information and make any additional comments.

1. Salaries--List the name, title, percentage of time, and annual salary for **each** employee to be funded by the proposed project in this section.
2. Contractual Services--List a description of all Professional services, i.e., sub-contracts.
3. Supplies & Materials--Describe supplies that are directly related to your proposed program, i.e., food, paper, paint, lumber, etc.
4. Equipment & Property--Describe any equipment you wish to purchase and its use.
5. General Comments--Include descriptions of funding matches, as well as any in-kind services, facilities, and/or personnel that may be available to your organization. This could include rent, utilities and the like. Please explain fully these leveraging factors.
6. The Expenditure Sheet indicates Miscellaneous/Other Line Item(s). If your organization elects to use these items, you must clearly identify what miscellaneous/other is and how it will be utilized.

**Office of Community Development NOFA 2024
Low Barrier Homeless Shelter (30 POINTS)**

BUDGET/FINANCIAL RESOURCES

<i>OFFICE OF HOUSING POLICY & COMMUNITY DEVELOPMENT BUDGET LINE-ITEM DETAIL</i>			
<i>BUDGET:</i>			
<i>ORGANIZATION NAME:</i>			
<i>ACCT. NO.</i>	<i>LINE ITEM</i>	<i>REQUESTED BUDGET</i>	<i>FOR OCD USE ONLY</i>
1000	PERSONAL SERVICES		
2000	CONTRACTUAL SERVICES		
3000	SUPPLIES AND MATERIALS		
4000	EQUIPMENT		
	OTHER		
	TOTAL	\$	

**Office of Housing Policy & Community Development NOFA 2024
Low Barrier Homeless Shelter**

BUDGET/FINANCIAL RESOURCES (30 POINTS)

BUDGET JUSTIFICATION NARRATIVE - GENERAL COMMENTS

1000 Personal Services

2000 Contractual Services

3000 Supplies

4000 Equipment

CLASSIFICATION OF EXPENDITURE AND LINE-ITEM NUMBERS

PERSONAL SERVICES (1000)

1010 Salaries
1011 Sick Leave
1020 Overtime
1021 Part-Time Payroll
1110 Employees= Retirement Plan
1200 Social Security Taxes (FICA)
1300 Group Hospital Insurance
1400 Workers Comp. Insurance
1600 Terminal Leave
1710 Auto Allowance
1720 Uniform Allowance
1730 Chauffeurs Licenses
1740 Tool Allowance
1760 Pay Increment
1790 Life Insurance
1800 Unemployment Comp. (SUTA)
1900 Sick Leave

CONTRACTUAL SERVICES (2000)

2010 Advertising
2020 Cleaning and Waste Removal
2030 Contributions & Prizes
2040 Convention & Travel Expenses
2041 Convention & Travel Reimbursement
2050 Dues and Subscriptions
2060 Education
2080 Fees of Board Members
2090 Fees, Taxes, and Assessment
2091 Photograph Expense
2092 Conveyance Certificates
2093 Mortgage Certificates
2094 Recordation Wens Expense
2095 Demolition Expense
2110 Ins-Liability & Property Damage
2111 Adj Contact
2112 Stop Loss Policy
2113 Physical Dam Auto
2114 Gen Liability Claims Reserve
2115 Auto Claims Reserve
2120 Ins-Surety Bonds
2130 Postage Freight Express
2140 Printing and Binding
2150 Professional Services
2160 Rents & Leases-Land Bldg
2170 Rents & Leases Other Prop
2180 Motor Vehicle Rep General
2181 Motor Vehicle Rep PM Inspection
2182 Motor Vehicle Rep-Component
2185 Repairs and Maintenance
2187 Loan Subsidy
2190 Telephone - Local
2210 Telephone - Long Distance
2240 Utilities
2600 Miscellaneous
2800 Indirect Cost

SUPPLIES AND MATERIALS (3000)

3010 Books and Pamphlets
3020 Building Supplies
3030 Clothing
3040 Education Supplies
3050 Electrical Supplies
3060 Electronic Supplies
3070 Engineering Supplies
3080 Parts-Not Motor Vehicle
3110 Food Supplies
3120 Fuel-Not Motor Vehicle
3130 General Plant Supplies
3140 Hand Tools and Instrument
3150 Horticulture & Farm Supplies
3160 Household Supplies
3170 Identification Plates and Badges
3180 Janitor & Cleaning Supplies
3190 Medical Supplies
3210 Motor Vehicle-Gasoline
3211 Motor Vehicle-Diesel
3212 Motor Vehicle-Hydraulic Oil
3213 Motor Vehicle-Lubricants
3214 Motor Vehicle-Fluids
3215 Motor Vehicle-Other
3220 Motor Vehicle-Parts
3240 Photographic Supplies
3250 Office Supplies
3260 Safety Supplies
3271 Vehicle Supplies-Battery
3272 Vehicle Supplies-Tires
3273 Vehicle Supplies-Welding
3274 Lawn Equipment Parts
3299 Miscellaneous Supplies

EQUIPMENT & PROPERTY (4000)

4101 Land
4201 Buildings & Improvements
4352 Building & Power Plant Equipment
4354 Cleaning & Laundry Equipment
4356 Communications Equipment
4358 Construction Equipment
4362 Educational & Recreation Equipment
4364 Engineering Equipment
4368 General Plant Equipment
4374 Medical Equipment
4376 Motor Vehicle
4378 Office Furniture & Equipment
4382 Refrig. & Air Cond. Equipment
4390 Miscellaneous

HELPFUL REFERENCES

City of New Orleans website: <https://nola.gov/>

Office of Housing Policy & Community Development: <https://nola.gov/community-development/>

HUD Exchange: <https://www.hudexchange.info/>

Federal Tax Identification Numbers:

<http://www.irs.gov/business/small/article/0,,id=97872,00.html>

Louisiana State Tax Identification Number: <http://revenue.louisiana.gov>

Certificate of Good Standing

<http://www.sos.la.gov/BusinessServices/SearchForLouisianaBusinessFilings/OrderDocumentsAndCertificates/Pages/default.aspx>

Tax Clearance Form: Must be issued less than 30 days before a contract is awarded

<https://nola.gov/nola/media/Property-Management/EWG/Tax-Clearance.pdf>

The System for Award Management (SAM) is an official website of the U.S. government. There is no cost to use SAM. You can use this site for FREE to: Register to do business with the U.S.

government: <https://www.sam.gov/SAM/pages/public/generalInfo/aboutSAM.jsf>

DUNS Number Information: Call Toll Free: 1-866-705-5711 or, link to the online D-U-N-S Number

Request Form through: <https://eupdate.dnb.com/requestoptions/government/ccrreg/>