

**Mayor’s Office of Human Services**

**WINTER SHELTER**

**REQUEST FOR PROPOSALS**

**APPLICATION DEADLINE:**

September 21, 2018

**SUBMIT TO:**

[mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov)

# Overview

The City of Baltimore will be providing additional nighttime shelter beds to individuals, families and unaccompanied youth experiencing homelessness during the upcoming winter months. As part of this Winter Shelter plan, the Mayor’s Office Of Human Servicesis requesting proposals from qualified entities to provide shelter in Baltimore City from October 15, 2018 to March 15, 2019 on nights when the temperature and combined wind chill factor drops to 32°F or below.

Operations costs for shelters currently funded by MOHS range from $16 to $34 per night per bed. Factors that increase the per night cost include: serving families and/or youth, keeping daytime hours, providing case management, providing transportation if the facility is not easily accessible, leveraging in-kind donations and volunteers, and necessary facility maintenance and upgrades.

The following types of proposals will be accepted:

1. Existing shelter provider seeking to expand seasonal beds at their current facility
2. Organizations seeking to establish a temporary shelter at their own facility

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The Mayor’s Office of Human Services may select one or several proposals. The selected organizations will be paid on a reimbursement-basis for expenses incurred.

Additional consideration will be given to organizations that propose to leverage in-kind or cash contributions to sustain shelter operations and provide on-site services such as meals, case management, laundry and showers, or shelter equipment and cots. For example, an institution proposing to shelter individuals that can leverage the campus’ dining facilities to provide two meals a day to clients free of charge would receive extra consideration.

About the Mayor’s Office of Human Services

The Mayor's Office of Human Services was created in 2010 to develop and implement an integrated system of support for vulnerable populations and low-income families in Baltimore City. Our mission includes:

* Leading a citywide strategy to end homelessness and implementing a continuum of housing and supportive services for people who are at-risk of or currently experiencing homelessness.
* Providing comprehensive supportive services, financial assistance, and access to community resources to families living in poverty through Community Action Centers.
* Delivering early intervention services for child development and school readiness for pre-school children through Head Start and Early Head Start programs.

The Homeless Services Program (HSP) administers and monitors approximately $49 million annually for programs that include street outreach, emergency shelter, transitional housing, rapid rehousing, permanent supportive housing, meal programs, and eviction prevention. Funding sources include the Continuum of Care Program, Emergency Solutions Grant, Housing Opportunities for Persons with AIDS (HOPWA), Ryan White, State Homeless Solutions Grant, City General Funds, and other special use grants. Each year, through a network of partner providers, the homeless services program delivers housing and supportive services to over 25,000 individuals and families.

HSP is also the designated lead agency for the Continuum of Care, a collaborative body of service providers, funders, advocates, government agencies, and community stakeholders working together to end homelessness. This includes acting as the:

* *Collaborative Applicant:* Designing and implementing a coordinated community process for preparing and submitting the annual U.S. Department of Housing and Urban Development’s (HUD) Continuum of Care Program Competition. Evaluating program and system performance and implementing continuous quality improvement strategies for homeless services delivery.
* *Homeless Management Information System (HMIS) Lead*: Developing and operating the HMIS system according to HUD regulations and guidelines, ensuring full community participation to assess needs and measure performance.
* *Coordinated Access Lead:* Designing and operating Coordinated Access, Baltimore’s system for assessing, prioritizing, and matching homeless households for needed housing and services.

More information about MOHS and the Continuum of Care can be found at: <https://human-services.baltimorecity.gov/homeless-services>.

# Minimum Proposal Requirements

All proposals must address the following minimum services requirements. The Mayor’s Office of Human Services reserves the right to waive any requirements.

*Clients*

The shelter provider must be willing to serve single adults, couples, unaccompanied youth, and families with children (all ages). If the proposal is from an existing shelter seeking to expand services, the target population may be limited to the one you currently serve. The funds must be used to create new additional shelter beds, not fund existing beds. Any shelters funded under this program must be low-barrier, meaning that the shelter accepts clients with substance use and mental health conditions as long as the person is not exhibiting any dangerous or threatening behaviors towards staff, other clients, or themselves.

*Location*

The proposed shelter must be located in Baltimore City, wheelchair accessible, and close to public transportation. The facility must be able to pass all standard health, fire, and safety inspections. The location does not need to have a commercial kitchen, but should have the capacity to receive and serve at least two meals per day.

*Hours*

* Daily opening: 6pm
* Daily closing: 11am
* First-come, first-serve entry for clients
* Note: if the organization can leverage additional funds/resources to keep the shelter open during the day, the proposal should indicate this fact.

*Minimum Amenities*

* Space for up to 250 cots (dependent on type of proposal)
* Space near each cot for clients to store their belongings. Clients may bring only belongings they can carry and must take them when leaving for the day.
* Bathroom facilities (not required to have showers, but it is preferred)
* Two meals per day, dinner and breakfast (on-site or through an outside vendor).
* Launder all linens daily (on-site or an outside vendor). Clients will be responsible for laundering their personal belongings at a drop-in center or other community facility.
* Keep attendance records and provide monthly reports on number of clients, gender, age for each night of service in the Homeless Management Information System

*Transportation*

One of the key components of the Winter Shelter program is client transportation. As part of Winter Shelter, adult clients will be asked to gather at the Weinberg Housing Resource Center at 620 Fallsway to wait for transportation while families will be directed to gather at a secondary location. Organizations that are able to provide vehicles to transport clients to/from the WHRC to/from other Winter Shelter facilities and/or the City owned facility will be given additional consideration.

Note that all proposed drivers must be properly licensed and insured.

### Coordinated Access Participation

Coordinated Access is Baltimore’s system to assess, prioritize, and refer individuals at risk of homelessness or currently experiencing homelessness to the appropriate services and interventions to resolve their housing crisis. All programs receiving funding through MOHS are required to participate in Coordinated Access. For emergency shelter residents, this includes completing a homeless history and vulnerability assessment to determine the client’s (1) eligibility for permanent housing assistance, and (2) priority status for permanent housing assistance. If a client is considered “high priority” for permanent housing assistance, the provider then completes a housing navigation packet which includes the client’s identity documentation, homeless documentation, and income verification to complete the eligibility paperwork for housing.

The provider should include client assessment and housing navigation activities within their operating budget or leverage external resources to do so. MOHS will provide training and support to program staff assigned to complete Coordinated Access responsibilities.

For more information about Coordinated Access, please see: <https://human-services.baltimorecity.gov/homeless-services/coordinated-access>.

### HMIS Participation

The Homeless Management Information System (HMIS) is used by the City of Baltimore Continuum of Care to track client services, program outcomes, and city-wide data on homelessness. Use of an HMIS system is required by the Department of Housing and Urban Development (HUD), and HMIS data is used by service providers and the City of Baltimore to measure system and project-level performance, coordinate service delivery, verify client eligibility for services, and fulfill reporting requirements for a variety of funders, including the federal government, state government, and philanthropic partners. The HMIS is used by more than 40 organizations which provide homeless services at more than 140 programs in the City.

The selected provider must agree to participate in the HMIS system, have staff complete all required HMIS trainings, and ensure that data entry into HMIS meets quality standards set by MOHS. Data entry will include conducting an intake assessment with each client, completing bed check-ins each night the client accesses shelter, and conducting an exit assessment with each client when they stop accessing services.

For more information about HMIS program requirements, please see: <https://human-services.baltimorecity.gov/homeless-services/hmis>.

### Organizational Fiscal Capacity

The City pays contracted organizations for services on a reimbursement basis for actual expenses incurred. Each month, the organization will submit an invoice and client report to MOHS. The invoice must include backup documentation, such as receipts, for each expense the organization is requesting reimbursement for.

The provider must submit the invoice and backup documentation to MOHS by the 8th of each month for the previous month’s expenses. Providers are generally reimbursed within 30 days of submitting their invoice if all expenses were submitted on time, meet the eligibility to be reimbursed, are reasonable, and contain sufficient documentation. Invoices that are submitted late or without appropriate documentation may take longer than 30 days or be held until sufficient documentation is submitted by the provider.

The selected organization must have sufficient cash flow to incur expenses up front pending reimbursement. Typically, MOHS will expect organizations to demonstrate they have cash reserves totaling at least three months worth of operating expenses to ensure that services will continue to be delivered to clients in the case that a payment is not initially approved or there is an administrative delay.

Organizations that can leverage in-kind or cash contributions to sustain shelter operations and expand the services available to clients (such as case management or laundry) will receive additional points during the scoring and review process.

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### Service Model

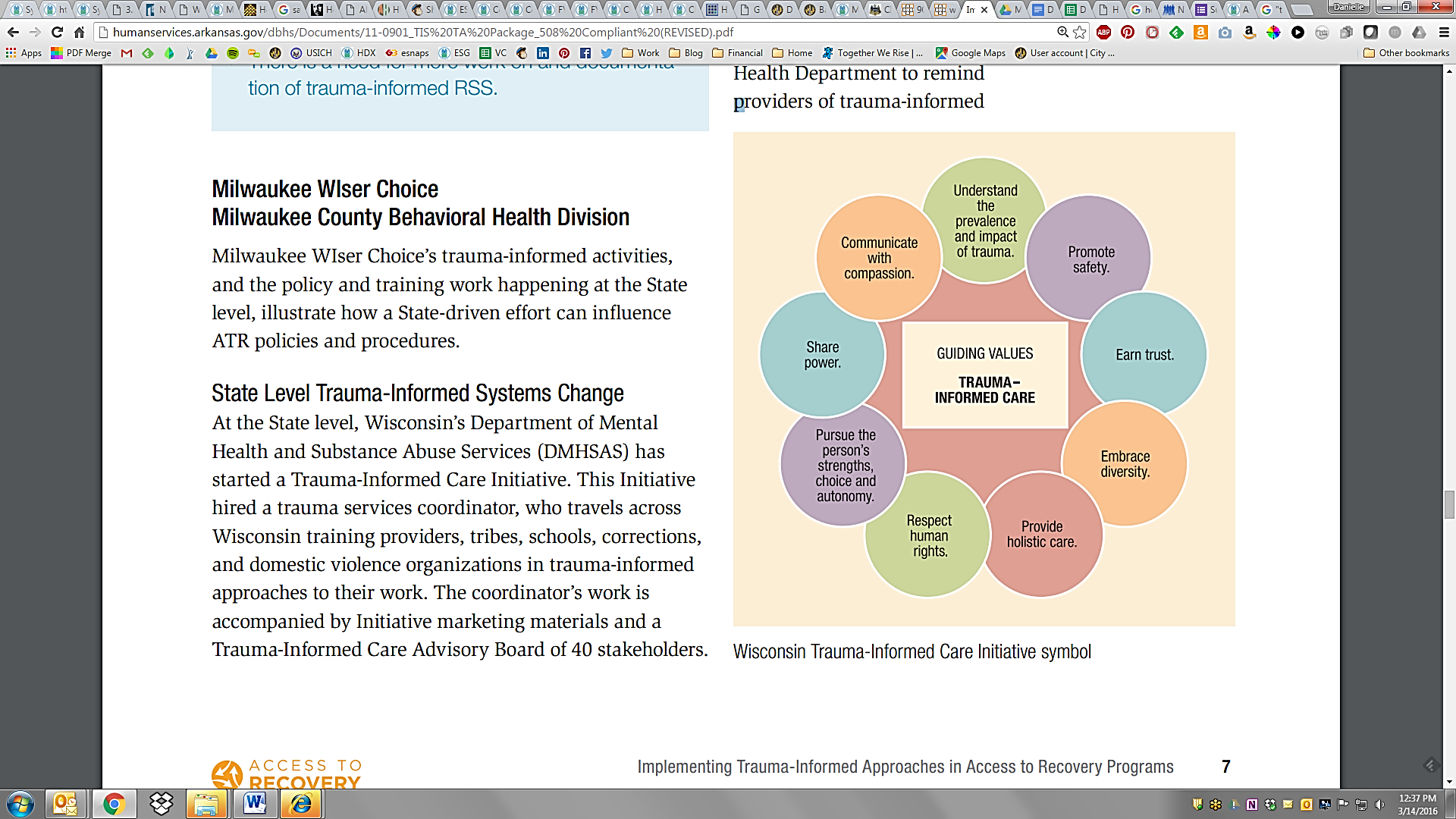
MOHS is committed to ensuring that all people experiencing homelessness receive safe, equitable, and quality services. To achieve this objective, all organizations receiving funds must implement their programs in alignment with several key values: trauma-informed care, low-barrier/housing first practices, non-discrimination/equal access, program participant leadership, and continuous quality improvement.

1. Trauma-Informed Care

Homelessness in and of itself is a traumatic experience for most individuals—the loss of stability in a person’s living situation can create feelings of helplessness, uncertainty, and vulnerability. Most people experiencing homelessness also have trauma in other areas of their lives, such as the loss of their family and support networks, a history of child abuse or neglect, domestic violence, or struggling with severe mental illness or substance dependency. Following a traumatic event, or repeated trauma, people react in different ways, experiencing a wide range of physical and emotional reactions. There is no “right” or “wrong” way to think, feel, or respond to trauma. Traumatic experiences can significantly alter a person’s perception of themselves, their environment, and the people around them.

As traumatic experiences accumulate, responses become more intense and have a greater impact on functioning. On-going exposure to traumatic stress can impact all areas of people’s lives, including biological, cognitive, and emotional functioning; social interactions/relationships; and identity formation. Because people who have experienced multiple traumas do not relate to the world in the same way as those who have not had these experiences, they require services and responses that are sensitive to their experiences and needs. Meeting the needs of trauma survivors requires that programs become “trauma-informed”—this means looking at all aspects of programming through a trauma lens, constantly keeping in mind how traumatic experiences impact participants. Programs that are informed by an understanding of trauma respond best to participant needs and avoid engaging in re-traumatizing practices.

Principles of trauma-informed care include:

* *Understanding Trauma and Its Impact*: Understanding traumatic stress, how it impacts people, and recognizing that many behaviors and responses that may be seem ineffective and unhealthy in the present, represent adaptive responses to past traumatic experiences.
* *Promoting Safety*: Establishing a safe physical and emotional environment where basic needs are met, safety measures are in place, and provider responses are consistent, predictable, and respectful.
* *Ensuring Cultural Competence*: Understanding how cultural context influences one’s perception of and response to traumatic events and the recovery process; respecting diversity within the program, providing opportunities for participants to engage in cultural rituals, and using interventions respectful of and specific to cultural backgrounds.
* *Supporting Participant Control, Choice and Autonomy*: Helping participants regain a sense of control over their daily lives and build competencies that will strengthen their sense of autonomy; keeping participants well-informed about all aspects of the system, outlining clear expectations, providing opportunities for participants to make daily decisions and participate in the creation of personal goals, and maintaining awareness and respect for basic human rights and freedoms.
* *Sharing Power and Governance*: Promoting democracy and equalization of the power differentials across the program; sharing power and decision-making across all levels of an organization, whether related to daily decisions or in the review and creation of policies and procedures.
* *Integrating Care*: Maintaining a holistic view of participants and their process of healing and facilitating communication within and among service providers and systems.
* *Healing Happens in Relationships*: Believing that establishing safe, authentic and positive relationships can be corrective and restorative to survivors of trauma.
* *Recovery is Possible*: Understanding that recovery is possible for everyone regardless of how vulnerable they may appear; instilling hope by providing opportunities for participant and former participant involvement at all levels of the system, facilitating peer support, focusing on strength and resiliency, and establishing future-oriented goals.

1. Low-Barrier/Housing First

All emergency shelters must serve individuals using low-barrier practices, also known as Housing First. Emergency shelters may not require sobriety, drug/alcohol testing, treatment, or deny admission on the basis of mental health status. The program must offer individuals access to shelter without any requirements to participate in social, behavioral, or physical health care, treatment, medication, or services, other than the face-to-face meetings with staff Programs are expected to implement as few rules as possible to maintain safety and sanitary conditions of the facility and participants. Programs may have policies prohibiting use or possession of drugs, alcohol, or personal protection items (knives, etc.) on the property.

Programs must institute a gradual disciplinary process consisting of verbal and written warnings. Asking a client to leave the facility for the night or banning them from the program should only occur when a participant’s behavior substantially disrupts or impacts the immediate welfare of other participants in which the participant resides, such as violence, harassment, or threatening behavior. The length of time the client is barred from the shelter should take into account the severity of the event, the individual’s personal circumstances, and the potential shelter conditions that may have triggered the trauma of the individual person. MOHS may institute further guidance on how long or under what circumstances a ban may occur.

When a client is facing discharge or a ban, the client must be given written notice of the reason for termination, the appeals process, and contact information for local legal services that may be able to assist the participant in an appeal.

Recommended Reading: National Alliance to End Homelessness Emergency Shelter Learning Series, [*https://endhomelessness.org/resource/emergency-shelter/*](https://endhomelessness.org/resource/emergency-shelter/).

1. Non-Discrimination

All persons seeking assistance or enrolled in a program have the right to housing and services free of judgment, harassment, discrimination, or bias. Programs may not discriminate on the basis of race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), actual or perceived gender identity, sexual orientation, or disability. Emergency shelters must determine eligibility for single-sex shelters on the basis of the client’s self-identified gender identity (regardless of their physical appearance or characteristics), and may not require any documentation or proof of gender as a condition of receiving shelter. All staff, volunteers, interns, and program participants must agree to abide by these policies. Programs funded through the City of Baltimore may not teach or preach particular religious beliefs or practices.

1. Program Participant Leadership

MOHS strongly believes that centering client voice and lived experience in program operations results in a more trauma-informed, safe, responsive, and higher performing shelter – ultimately resulting in both better client satisfaction with services and better program outcomes. MOHS expects programs to work collaboratively with clients to improve services, operations, and client-staff interactions. Programs must provide opportunities for participants to give input into program policies and procedures as well as evaluate the program’s services. For example, a shelter can create a resident committee to give feedback about the services offered and assist in designing the program rules.

1. Continuous Quality Improvement

MOHS strives for continuous quality improvement in all programs. This work includes convening with other housing and shelter partners in the Continuum of Care to learn best practices, receive training, develop new policies and procedures, and more. The shelter operator will be expected to engage with MOHS staff to regularly review program practices, outcomes, and develop corrective action plans and technical assistance plans as needed.

# Threshold Requirements

1. **Organization Status**

To be eligible for funding, the organization must be a 501(c)3 nonprofit organization in good standing with the State of Maryland.

A certification of Good Standing can be obtained through the [Department of Taxation](http://www.dat.state.md.us/) website, available at <https://egov.maryland.gov/BusinessExpress/EntitySearch>.)

1. **Local Hiring**

All contracts that exceed $300,000 are subject to the City’s Local Hiring requirements as established in Article 5, Subtitle 27 of the Baltimore City Code. This Code requires that the selected organization (should the project meet the contracting threshold) work with the Mayor’s Office of Employment Development (MOED) to review the staffing needs created by the project.

The selected organization will need to:

* Meet with MOED within 2 weeks after contract execution to complete an Employment Analysis
* Post new jobs created by the project with MOED for seven days
* Utilize MOED’s City resident recruitment services for new hires
* Meet the goal: 51% of all new hires for City funded contracts must be City residents
* Submit monthly employment reports with information on the number of current workers, new workers, and the number of Baltimore City residents working on the project.

More information on Local Hiring requirements is available at <https://moed.baltimorecity.gov/employer-services/hiring-strategies-local> .

1. **Required Insurance Coverage**

The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

* Professional Liability Errors, and Omissions Insurance (minimum $1 million policy)
* Worker’s Compensation Coverage
* General Commercial Liability Insurance (minimum $1 million policy)
* Business Automobile Liability Insurance (minimum $1 million policy)
* Fidelity Coverage
* Cyber Liability Insurance (minimum $1 million policy)

# Application & Submission Guidelines

### Tentative Timeline

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| --- | --- |
| **Tentative Timeline** | |
| September 21, 2018 | Proposals due by 4pm to [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov) |
| October 1, 2018 | Applicants notified of funding decision |
| October 8, 2018  9-11am | Save the Date: Winter Shelter Provider Meeting |
| October 15, 2018 | Potential start date for service provision (may be later depending on weather conditions reaching 32 degrees or below) |
| March 15, 2019 | Target end date for service provision |

1. **Guidelines for Submitting Applications**

#### Eligible Applicants must be:

* + - A non-profit tax-exempt organization.
    - In Good Standing with the State of Maryland (certification of Good Standing can be obtained through the [Department of Taxation](http://www.dat.state.md.us/) website, available at https://egov.maryland.gov/BusinessExpress/EntitySearch.)

#### Submission Requirements:

* + - **(1) electronic copy** of the application, project budget, and all required supporting documents must be submitted to [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov) by 4pm on September 21, 2018.
    - Each required document should be submitted as a separate file in the format listed. You may split your submission into multiple emails if the files you send are too large.
    - Late applications, faxed applications, and hard copy applications **will not be accepted**.

**b) Questions regarding this RFP can be directed to** [mohs.hsp.application@baltimorecity.gov](mailto:mohs.hsp.application@baltimorecity.gov).

### Proposal Instructions

**ALL proposals must** include the following components, in the following order:

#### Application Components:

* 1. Project Cover Sheet
  2. Project Description & Work Plan (Note: ensure all minimum services as required by the RFP are reflected in your description)
  3. Project Staffing Plan
  4. Organizational Experience and Capacity Narrative
  5. Project Budget and Budget Narrative
  6. Transportation Plan

**Supporting Documents:**

1. Articles of Incorporation and Bylaws
2. Federal Tax Exemption Determination Letter
3. Certificate of Good Standing from State of Maryland
4. List of Board of Directors
5. Organizational Chart (*include names and note any vacancies*)
6. MOHS Fair Housing Policy & Statement of Agreement
7. Conflict of Interest Questionnaire and Limits to Primarily Religious Organizations
8. Copy of Zoning Document for the Program Facility Site (if proposing to use own facility)
9. Proof of Ownership or Lease (if proposing to use own facility)
10. Most Current Audited Financial Statement

**APPLICATION**

|  |
| --- |
| **Winter Shelter Application – City Fiscal Year 2019**  **PROJECT COVER SHEET** |
| **Organization Information** |
|  |
| Agency/Organization Name Employer Identification Number (EIN) DUNS Number |
|  |
| Administrative Address City, State, Zip |
|  |
| Phone Fax Website |
|  |
| Executive Director Name Phone Email |
|  |
| **Contact Information** |
| Please list below the names and contact information for those staff who should receive correspondence regarding this proposal in addition to the Executive Director. |
| **Primary Contact** |
|  |
| Name Title Phone Email |
| **Secondary Contact** |
|  |
| Name Title Phone Email |
| **Proposal Information** |
| **Winter Shelter** |
| Project Name |
|  |
| Total Project Budget Total Project Budget Total Agency Budget |

**Proposal Type (check one): \_\_\_** Existing Shelter Expanding Capacity

**\_\_\_** Nonprofit Will Provide Services at Own Facility

I CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, information provided in this proposal reflects accurate data and estimates of planned/delivered services.

Signature - Executive Director (or designee) Date

Printed Name Title

**Project Description & Work Plan**

In narrative form, provide a detailed description of the proposed shelter and services. Please ensure your response addresses the minimum proposal requirements in the RFP and the following additional questions:

* Provide a detailed description of the services to be provided to clients who participate in the project, including the frequency with which services will be provided, the daily schedule, and the location where services will take place.
* Describe how the shelter will utilize and implement low-barrier policies and trauma-informed care in working with clients.
* Describe the proposed shelter security protocols that will be implemented to protect client and staff safety.
* Describe how the shelter will incorporate client perspective into program operations and decision-making.
* Describe how the shelter will ensure the safety, health, and well-being of all clients, including how the shelter will practice conflict mediation and intervention with clients.

## Project Staffing Plan

For each of the staff positions involved in the project: state the name of the staff person, the position title, a brief description of their tasks and responsibilities, and indicate any education, training, and/or credentials and experience required for this position (social work, mental health, medical, etc.).

If the staff listed for any position do not currently possess the required skills, please describe your organization’s plan to ensure the staff person is fully-trained by the target start date.

If listed staff positions are reliant in-full or in-part on other funding sources, please describe your organization’s contingency plan in the event these funding sources are not renewed or these positions become ineligible for continued funding through those outside sources.

Describe how you will ensure all staffing needs are met by October 15, 2018, the target start date for the project. Include a description of any non-paid or volunteer work that would support this project.

## Organizational Experience and Capacity

Respond to the points below in a concise narrative form to provide an overview of the organization’s experience and capacity in providing leadership, oversight and support to the project.

* Describe the organization’s mission, as well as a brief overview of the primary programs and services offered by your organization.
* Provide evidence of the applicant’s experience and capacity to implement the project.
* Describe the organization’s leadership and management, their ability to supervise the project and staff, and the organization’s history in ensuring program effectiveness and fidelity to funding agreements.
* Describe your agency’s internal systems, including your fiscal management system, case/client record management system and recordkeeping procedures.
* Describe any auditing findings or concerns during the last 24 months as well as the resolution of each.

## Project Budget and Budget Narrative

#### Budget:

* Projects must submit a **detailed project budget**, using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. There are two budget sheets, one for operating costs and one for personnel costs. Ensure the budget includes line items for ALL of the minimum required services described in the RFP (ex: laundry service, meals). The budget should include the cost of cots and at least 2 sets of bed linens for each cot.

#### Budget Narrative:

The budget narrative should clearly define the purpose intended for requested funds by identifying and justifying the need for project activities. This narrative should be presented in an organized, concise format that includes:

* A detailed description for each line item, which breaks down monthly costs and the anticipated number of clients to be served or other detail, as appropriate. Sufficient information must be provided to indicate accuracy of projected costs.
* A description of leveraged in-kind or cash match resources the program will be able to utilize

#### CONFLICT OF INTEREST AND LIMITS TO PRIMARY RELIGIOUS ORGANIZATIONS

*Conflict of Interest*

Applicants must avoid any conflict of interest in carrying out activities funded by City, State, and Federal grant dollars. Generally, this means that a person who is an employee, otherwise in a decision-making position, or has information about decisions made by the organization (such as an agent, consultant, volunteer, Board member, officer or elected or appointed official of the grantee or recipient) may not obtain a personal or financial interest or benefit from the organization’s activity, including through contracts, subcontracts, or agreements. This exclusion continues during the employee’s tenure and for one year following employment.

As part of general guidelines for the procurement of goods and services, organizations are required to have a “code of conduct” or “conflict of interest” policy in place that prohibits employees, officers, agents, or volunteers of the organization from participating in the decision-making process related to procurement if that person, or that person’s family, partner, or any organization employing any of the above has a direct financial interest or benefit from that procurement. In addition, these persons may not accept any gratuity, favors, or anything of monetary value from a contractor, consultant, or other entity whose services are procured for the organization. Organizations should develop standards for avoiding such apparent or potential conflicts. Such standards must include written policy that is part of the employee policies. Employees, board members and volunteers are required to sign a statement indicating that they have read the policy and will comply.

*Limits on Funding to Primary Religious Organizations*

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that, when funded, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

* + The organization will not discriminate against any employee or applicant for employment on the basis of religion, and will not limit employment or give preference in employment on the basis or religion.
  + The organization will not discriminate against, limit services provided to, or give preference to any person obtaining shelter, other service(s) offered by the project, or any eligible activity on the basis of religion and will not limit such service provision or give preference to persons on the basis of religion.
  + The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible activities.

Requiring that a program participant attend religious services or meetings as a condition of receiving other social services at the organization (such as shelter or a meal) is not allowed under this provision. Allowing participants to choose to take part in services or meeting offered by the organization as they wish, separate from the City-funded activities provided, is allowable.

#### CONFLICT OF INTEREST QUESTIONNAIRE

1. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is/are or has/have been within one year of the date of this application a City employee or consultant, or a member of the City Council?

Yes No If yes, please list the names(s) below:

1. Will the funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is/are or has/have been within one year of the date of this application a City employee, consultant, or a member of the City Council?

Yes No If yes, please list the name(s) below:

1. Is/are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes No If yes, please list the name(s) below:

If you have answered “YES” to any of the above, a disclosure notice must be submitted to the Mayor’s Office of Human Services to determine whether a real or apparent conflict of interest exists.

Name of Organization:

Name of Applicant’s Authorized Official:

Authorized Official’s Title:

Signature of Authorized Official:

## Fair Housing Policy & Statement of Agreement

It is imperative that all programs tailor their services to comply with all federal, state and local laws dealing with Fair Housing. The Mayor’s Office of Human Services (MOHS) complies with these laws as applicable, and wishes to underscore the importance of bringing all programs into compliance. All programs funded by MOHS must comply with these regulations:

**The Fair Housing Act of 1968** ensures equal access to housing and guarantees equal opportunity in all HUD programs without regard for race, color, national origin, religion, sex, familial status (including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18), or disability.

**The City of Baltimore** ensures protected class status regardless of race, color, religion, national origin, ancestry, sex, marital status, physical or mental disability, sexual orientation, gender identity and gender expression.

**The Age Discrimination Act of 1975** ensures that persons cannot, on the basis of age, be excluded from participation, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving Federal financial assistance.

**Section 504 of the Rehabilitation Act** prohibits discrimination as it applies to service availability, accessibility, delivery, employment, and the administrative activities and responsibilities of organizations receiving Federal financial assistance. A recipient of Federal financial assistance may not, on the basis of disability:

* Deny qualified individuals the opportunity to participate in or benefit from federally funded programs, services, or other benefits.
* Deny access to programs, services, benefits or opportunities to participate as a result of physical barriers.
* Deny employment opportunities, including hiring, promotion, training, and fringe benefits, for which they are otherwise entitled or qualified

**The Equal Access Rule** requires equal access to HUD programs without regard to a person’s actual or perceived sexual orientation, gender identity, or marital status. MOHS-HSP requires all grantees, regardless of funding source, to comply with these regulations.

Shelter and housing programs serving families with children and receiving funding through MOHS-HSP may not exclude children from programs on the basis of age or gender.

MOHS- HSP, in collaboration with the Housing Authority of Baltimore City, is required to maintain an ongoing Analysis of the Local Impediments to Fair Housing Choice as part of its Consolidated Plan, and must report on the progress of eliminating these impediments in the Consolidated Annual Performance and Evaluation Report (CAPER), which is submitted each spring to HUD.

A program that is not currently in compliance with these guidelines must present a clear timeline demonstrating how their agency is actively engaged in a process to correct their adherence to these regulations. An agency that substantiates such a timeline for corrective action may be issued a performance-based contract that may be terminated within 6 months if compliance or satisfactory progress toward compliance is not met.

The purpose of this Notice and requirement is that it be signed ONLY when Fair Housing Law as applicable. Nothing in this Notice shall be read, in any way, to suggest that other federal, state or local laws are not applicable to any program funded under this RFP.

#### Statement of Agreement

By signing this policy, I (Authorized Representative), as the authorized representative for (Project), agree that our project will comply with the stated regulations and laws in the delivery of services provided to clients. I understand that if the project is found to be in non-compliance with these regulations, that the Mayor’s Office of Human Services will take corrective action up to and including termination of funding.

#### Name of Project: Name of Agency:

**Name of Applicant’s Authorized Representative:**  **Authorized Representative’s Title:**  **Signature of Authorized Representative:**