

**FISCAL YEAR 2026
REQUEST FOR PROPOSAL
HOMELESS SERVICES**

RFP#: RPHS2026
ISSUING OFFICE: BALTIMORE COUNTY
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
JEFFERSON BUILDING
105 WEST CHESAPEAKE AVENUE, SUITE 201
TOWSON, MARYLAND 21204
<https://www.baltimorecountymd.gov/departments/housing/grants/grant-application>

DATE OF ISSUE: ON OR ABOUT DECEMBER 2, 2024

**PRE-PROPOSAL PUBLIC HEARING and
PRE-PROPOSAL RFP REVIEW:** DECEMBER 10, 2024, 12:15 PM.
Hybrid Meeting (In-Person & Virtual)
Details to join the virtual meeting will be posted at the aforementioned webpage on or about December 6, 2024.

Reasonable accommodations for individuals with disabilities will be provided upon request. Notice prior to the event is requested so that appropriate arrangements can be made.

PROPOSAL DUE DATE AND TIME: TUESDAY, FEBRUARY 4, 2025, 2:00 P.M.

CONTACT FOR QUESTIONS REGARDING INSTRUCTIONS:

Jasmine Carpenter
Grants Administrator
Phone: (410) 887-0048
E-Mail: Jcarpenter1@Baltimorecountymd.Gov

UPON REQUEST, THIS DOCUMENT IS AVAILABLE IN ALTERNATIVE FORMAT FOR PERSONS WITH DISABILITIES.

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I. BACKGROUND

The Department of Housing and Community Development (DHCD) works to ensure adequate, affordable housing, economic opportunities, and a discrimination-free living environment for low-income residents of Baltimore County. DHCD develops policies, plans, and regulations to guide the County's growth and preserve its urban communities through public-private partnerships that address neighborhood concerns and offer community-based solutions to challenges in established areas.

The Fiscal Year 2026 RFP marks the beginning of the County's 2026-2030 strategic plan, continuing the County's commitment to promoting a suitable living environment, decent housing, and economic opportunities for all Baltimore County residents. The Consolidated Plan is a five-year strategy outlining how the County will use HUD funds (CDBG, HOME, and ESG programs) to create affordable housing, expand economic opportunities, and ensure suitable living conditions for low- to moderate-income residents. Each year, an Annual Action Plan is developed to align projects with the goals of the Consolidated Plan and describe how the County will leverage other local, state, and federal resources to support housing and community development strategies.

Projects funded through this RFP, alongside those in the Public Services and Capital Improvements RFPs, will form the Annual Action Plan for housing and community development activities. The Annual Action Plan will be published around April 15, 2025, submitted to HUD by May 17, 2025, and will take effect on July 1, 2025.

The Emergency Solutions Grants Program (ESG) funds are designated for eligible activities such as street outreach, emergency shelter, homeless prevention, rapid re-housing, and Homeless Management Information Systems (HMIS) (24 CFR 576). All projects funded under HUD programs must comply with environmental review requirements.

Additionally, funding from the State of Maryland Homeless Solutions Program (HSP) will be allocated to eligible applicants responding to this RFP. While HSP funds are released later in the fiscal year, projects qualifying for HSP must respond to this RFP for consideration. Applicants should refer to the [Homeless Solutions Program Grantee Policy Guide](#)¹ and the [Homelessness Solutions Program \(HSP\) Program Eligible Activities Quick Reference](#)². Final ESG and HSP funding recommendations will be reviewed by the Baltimore County Continuum of Care (CoC) Governance Board. County General Funds will also be included in FY26 awards. Though CoC funds are awarded through a separate HUD Notice of Funding Opportunity (NOFO) later in the year, funding priorities will align with those in the Consolidated Plan.

[HUD's System Performance Measures](#) (SPMs) help the Baltimore County CoC assess the effectiveness of its homeless services system. These measures hold all CoCs to track the same key metrics across all jurisdictions. Those SPMs include tracking of participants length of time homeless, successful housing placements, and returns to homelessness, with the goal of making homelessness rare, brief, and non-recurring. There are seven measures in total, including the number of homeless persons (Measure #3), which tracks progress by counting the number of people experiencing homelessness at specific points in time and over the course of a year.

The SPMs serve two key purposes: 1) HUD uses the data to determine funding allocations, considering the County's improvement year over year, and 2) the data helps the County evaluate and enhance its efforts to prevent and end homelessness.

¹ <https://dhcd.maryland.gov/HomelessServices/Documents/HSP-Policy-Guide.pdf>

² <https://dhcd.maryland.gov/HomelessServices/Documents/Appendix-1-HSP-Program-Components-Quick-Reference-Guide.pdf>

System Performance Measures³

1. Length of time persons remain homeless
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness after 6 months, 12 months and 24 months.
3. Number of homeless persons within a funded program.
4. Jobs and income growth for homeless persons in a funded project from entry to exit
5. Number of persons who become homeless for the first time within a CoC
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD’s homeless definition in CoC Program-funded projects
7. Successful housing placements from a funded project. All projects except street outreach are measured on placements into permanent housing. Street Outreach programs are measured on Positive Housing Placements which can include shelter placement.

PURPOSE/SCOPE OF SERVICES

The purpose of this Request for Proposals (RFP) is to solicit proposals for funding for projects that support services to persons who are experiencing homelessness, are at risk of becoming homeless and to prevent future episodes of homelessness. Proposals should be focused on efforts and activities summarized in the chart below:

Homeless Services	
Homeless Prevention	Financial assistance for rental and/or utility arrears, along with time-limited case management services to prevent the household from becoming homeless.
Street Outreach for Unsheltered Individuals	Support for case management staff of street outreach teams, as well as services provided at drop-in centers for individuals living unsheltered.
Shelter Diversion	Case management and small financial interventions to help individuals remain housed with family or friends, thereby avoiding entry into shelter. This can also include rapid exit programs for those entering shelter for the first time within the first two weeks.
Emergency Shelter Operations	Funds to cover staffing, rent, utilities, vendor contracts, and outsourced clinical services within shelters, as well as other shelter operational costs. This may include year-round shelters, weather-based shelters, cooling or warming sites, etc.
Rapid Re-Housing (RRH)	Time-limited rental assistance and case management support. This includes at least one Youth-specific RRH, one Domestic Violence (DV)-specific RRH, and at least one other RRH program.
Supportive Services for Permanently Housed Individuals	Services for individuals living in Permanent Supportive Housing (PSH) or permanent housing that does not include a rental subsidy.
Housing Stability Services (HSS)	Distinct from previous Emergency Rental Assistance Program (ERAP) Housing Stability services, this program provides wrap-around case management to individuals with a history of homelessness to ensure they remain housed.

³ <https://files.hudexchange.info/resources/documents/system-performance-measures-in-context.pdf>

Stipend Payments	Financial support for individuals with lived experience of homelessness who are assisting with the work of the Baltimore County Continuum of Care (CoC) or those serving on Youth Action Boards.
New Program Needs	
Overnight Safe Parking Site	Safe, overnight parking for individuals living in their cars, such as at a church parking lot in Towson. The program would provide “light touch” case management, referrals to shelters and other services, meals, and coordination with the church for showers and laundry services (if available). The program may also expand to other areas of the county in partnership with local churches or similar organizations.
Cooling and Warming Sites	Designated sites during extreme weather conditions, either as cooling sites in the summer or warming sites in the winter. These may operate overnight or during business hours.

Please note, an applicant is not responsible for selecting specific funds as part of its application under this RFP. However, to be eligible to receive ESG or CoC funds, applicants must meet criteria outlined in the CoC Program Interim Rule and the ESG Regulations both found 24 CFR 576 and HUD CoC regulations.

Applications should clearly describe and demonstrate the following by a detailed response to the Appendix I: Application Narrative (form provided):

Program Design
Project Description - Applicants should clearly outline the proposed project services, including client management and service delivery. This includes detailing the services offered, the client intake and assessment process, the frequency of support, and how services will meet participant needs. The proposal should demonstrate how these strategies will effectively support positive client outcomes. The organization should provide a clear and effective explanation of how it implements a Housing First approach and include a complete, clear, and relevant client intake form.
Partnerships And Collaborations – Applicants should demonstrate strong, well-established partnerships and collaborations with other service providers, highlighting their effectiveness in enhancing service delivery and supporting client outcomes. The proposal should show effective coordination of resources to support participants, as well as a clear explanation of volunteer involvement, including their screening, training, supervision, and defined roles. If applicable, Memoranda of Understanding (MOUs) should be included.
Project Budget - Applicants should demonstrate the financial soundness of the proposed budget, ensuring it aligns with program activities and expected outcomes. This section will assess how well the budget supports the successful implementation of the project. The budget should be clear, well-justified, and include detailed line items that align with program activities and projected outcomes. All proposed costs must be eligible, reasonable, and clearly linked to the project goals. The application, budget, budget justification, and narrative should be consistent throughout the proposal.
Capacity And Experience
Staff And Financial Structure - Applications should outline the organization’s staffing capacity and financial systems, demonstrating their ability to effectively manage and administer the proposed program. This section will assess the adequacy of staff roles and the strength of financial management processes. A comprehensive staffing plan should be provided, featuring well-qualified personnel with

extensive relevant experience and clearly defined roles. Additionally, the application should detail strong systems and infrastructure in place to effectively support and administer the project, with clear strategies to ensure the program's success.

Revenue Sustainability and Cost Controls - Applications should outline the organization's financial sustainability and its ability to manage costs effectively, focusing on how finances will be monitored and controlled for the proposed project. The application should demonstrate clear, diversified revenue sources and provide a well-defined plan for the program's financial sustainability. It should also highlight robust financial monitoring and cost control practices, with systems in place to track expenses and ensure the program remains within budget. Additionally, applicants should present a strong track record of delivering similar projects, with clear evidence of successful outcomes and measurable impact. The proposal should reflect a solid understanding of lessons learned from past projects and how these insights will inform the proposed project. Furthermore, the application should demonstrate effective management of project timelines and resources to achieve the program's objectives.

Prior Experience with Similar Activities - Applications should highlight the organization's experience in delivering similar services and its ability to replicate that success with the proposed project. This section will evaluate the organization's proven capacity to manage and execute similar initiatives effectively. A strong track record of successfully delivering similar projects, with clear evidence of positive outcomes and measurable impact, should be provided. The application should also demonstrate a clear understanding of lessons learned from past projects and how these insights will be applied to the proposed project. Additionally, applicants should provide strong evidence of effectively managing project timelines and resources to achieve objectives.

Demonstrated Effective Grant Management - Applications should demonstrate the organization's ability to effectively manage grants, ensuring compliance and the successful achievement of project goals. This section will assess the internal systems in place for grant management and oversight. The application should outline clear, well-defined processes for managing grants, ensuring compliance, and meeting project objectives. It should also highlight strong mechanisms for transparency and accountability, including consistent, on-time reporting and adherence to funders' guidelines.

Project Needs

Community Needs - The applicant should describe the specific community need the project aims to address, highlighting critical service gaps for individuals and families experiencing homelessness in the targeted area. The proposal should provide a thorough, well-supported explanation of the community's homelessness-related challenges, clearly identifying significant service gaps, and use relevant data or evidence to substantiate these needs. The program design should be innovative, tailored to directly address these gaps, and offer unique solutions or services that are currently unavailable. The plan must be clear, actionable, and include specific, measurable outcomes. Additionally, the proposal should explain in detail how the program will contribute to meeting HUD and CoC System Performance Measures, focusing on reducing homelessness and improving long-term housing stability. It should also outline how the program aligns with the priorities of Baltimore County's Continuum of Care (CoC), demonstrating how it supports the county's broader strategic objectives, with evidence of effective community collaboration and coordination.

Data Collection and Reporting

For Current Grantees

HMIS Participation and Data Reporting - Applicants should show how the organization implements data collection, reporting, and utilization processes related to client services, particularly in relation to the Homeless Management Information System (HMIS), or equivalent for DV providers. Organization actively participates in HMIS and has established, effective processes for accurate data collection and reporting that meet BC DHCD standards. If the organization has received a Data Quality Improvement

Plan in the past two fiscal years, they should demonstrate how they have successfully implemented significant changes to improve data quality. Organization clearly demonstrates how HMIS data is used to inform program design and improve outcomes, with specific examples.

For New Applicants

HMIS Experience and Data Collection Assess - Applicants should demonstrate the strength of the organization's data collection and reporting processes, as well as its ability to use data effectively for program improvement. The organization should agree to participate in HMIS, or equivalent for DV providers, and provide a detailed plan to ensure that staff complete all required HMIS trainings and meet BC DHCD quality standards for data entry. The proposal should include a comprehensive plan for training staff to meet all data entry requirements, with clear processes for ongoing training and quality control. Additionally, the organization should present a well-established, effective system for tracking client data and outcomes, along with clear documentation of how data is used to inform and improve the program.

II. EVALUATION OF PROPOSALS

All applicants must apply for one or more of the approved uses outlined in section II above. Additional consideration will be given for projects that can prove they meet the following criteria:

1. Represent a cooperative effort between the applicant, the community and other private or public partners;
2. Provide documentation of the applicant's plan for sustaining the project in the future;
3. Incorporate performance measurement indicators and outcomes into the goals of their project;
4. Leverage other resources for support.
5. Applicants are active participation in the Baltimore County Continuum of Care (CoC) and its committees.

All projects receiving federal or state funds, must serve those at 30% Area Median Income (AMI) or below. County funding allows those at 50% AMI or below to be served, therefore all applicants must Explain in their application how they will verify AMI and how they will prioritize referrals within those income guidelines.

Income collection and guidelines may be adjusted prior to or during the grant term, or vary based on the source of funds made in final award.

Proposed projects must anticipate providing direct benefit to the people of Baltimore County. Projects that are selected as a result of this RFP may be included in the County's Fiscal Year 2026 Action Plan that is submitted to HUD in support of the County's Consolidated Plan.

FY26 awardees, will be required to complete Annual Performance Reports (APR's) in SAGE for federal funding and other HMIS reporting requirements for state and county sources to support the CoCs annual reporting to HUD and MD DHCD. These accomplishments are also reported to HUD in the Consolidated Annual Performance Evaluation Report (CAPER) in September each year.

The criteria that will be used to score the applicant's submission shall be as follows:

Program Design (Total 40 Points)	
- Project Description	25 Points
- Partnerships And Collaborations	5 Points
- Project Budget	10 Points
Capacity And Experience (Total 30 Points)	
- Staff And Financial Structure	5 Points
- Revenue Sustainability and Cost Controls	10 Points
- Prior Experience with Similar Activities	10 Points
- Demonstrated Effective Grant Management	5 Points
Project Needs (Maximum 20 Points)	
- Community Needs	20 Points
Data Collection and Reporting (Maximum 10 Points)	
For Current Grantees	
- HMIS Participation and Data Reporting	10 Points
For New Applicants	
- HMIS Experience and Data Collection	10 Points
Maximum Award Points:	100

A proposal must receive an average score of at least 70 in order for the proposal to be recommended for inclusion in the Annual Action Plan and considered for award. Applicants may be required to clarify their proposals by making individual presentations to the review committee.

Evaluation and scoring of proposals will be based on both the narrative section of the proposal and the budget, and not just cost. Decisions as to which proposals are to be included in the Annual Action Plan and recommended for award will be at the discretion of DHCD with advice from the review committee.

III. ELIGIBLE APPLICANTS

Eligible Applicants/ subrecipients (sometimes referred to as “subgrantees”) are entities that are provided funds for their use in carrying out agreed-upon, eligible activities. There are three basic kinds of subrecipients. Applicant organizations must be:

- A. **Governmental Agencies:** Governmental agencies are public agencies, commissions, or authorities that are independent of the grantee’s government (for example, a public housing authority or a park district). Grantee public agencies undertaking CDBG assisted activities are subject to the same requirements as are applicable to subrecipients (24 CFR 570.501(a)), or
- B. **Private Non-profits:** Private non-profits are usually, but not always, corporations, associations, agencies, or faith-based organizations* with non-profit status under the Internal Revenue Code (501(c)(3) documentation required), Examples of private non-profits include private social services agencies (such as those providing job training or counseling, or day care providers), community development corporations, faith-based housing development groups, and operators of homeless shelters, or

- C. **Private For-profits:** A limited number of private, for-profit entities can qualify as subrecipients only when facilitating economic development by assisting microenterprises under the provisions of 24 CFR 570.201(o).

Applicants must be registered and in good standing with the Maryland Department of Assessments and Taxation.

*Faith-based organizations *are* eligible to receive funding, but *may not* require participation in religious activities as a condition for receiving services.

IV. TERM OF AGREEMENT

The term of any agreement that may result from this solicitation is expected to be for twelve (12) months, beginning July 1, 2025 and ending on June 30, 2026. Baltimore County reserves the right to extend the agreement for additional periods of sixty to ninety days under the same terms and conditions as stipulated in the original agreement.

V. PRE-PROPOSAL PUBLIC HEARING

A pre-proposal public hearing will be held on Tuesday, December 10, 2024 at 12:15 PM as a hybrid event. Attendance at this hearing is strongly encouraged. The RFP will be available on or about December 2, 2024 on DHCD's website or by request.

(<https://www.baltimorecountymd.gov/departments/housing/grants/grant-application>)

Details on joining the public hearing and pre-proposal meeting will be published on the county website on or about December 2, 2024.

(<https://www.baltimorecountymd.gov/departments/housing/grants/index.html>)

VI. INSURANCE

Applicants selected for awards will be required to submit a certificate of insurance when they sign their grant agreement. The insurance certification should be submitted on an ACORD form provided by the insurance carrier indicating sufficient coverage for the period of the grant and must include Baltimore County, Maryland and its agents, employees, officers, directors, and appointed and elected officials as an additional insured. DHCD will not execute an agreement until this requirement is met.

VII. OTHER CONDITIONS AND REQUIREMENTS

Baltimore County reserves the right to request information about the applicant and/or the applicant's proposed project in addition to that which is received and attached to any proposal that is received pursuant to this RFP.

Baltimore County maintains the right to reject or accept proposals, to fund or not fund, or reduce the amount of funding requested for an applicant's project.

All awards shall be subject to the availability of funds and the County's Grants Review Procedure which ultimately includes approval by the County Council. Because proposed awards are subject

to the County's Grants Review Procedure, the selection of a project for inclusion in the County's Annual Action Plan shall not be construed as a binding commitment for funding.

In addition to those contingencies listed above, funding awards shall also be subject to:

- A. The written notification to the County of HUD's approval of the County's Annual Action Plan;
- B. The satisfaction of all requirements imposed on the applicant by HUD and the County; and
- C. The proper execution of a formal written agreement between the County and the applicant.

Any project that is selected and funded as a result of this RFP shall be governed by additional federal, state and local laws, rules, regulations and codes as applicable and detailed in the final grant agreement and must be in compliance with Baltimore County CoC Roundtable Standard Operating Policies (SOP) guide, updated regularly. At minimum, the applicant will note particularly all applicable HUD rules and regulations, including those that govern the CDBG Program found at 24 CFR, Parts 58, 84, 91, 92, 570, as amended and 29 CFR, Parts 1, 3, 5, 6 and 7, which collectively represent the primary authority governing these project awards as well as 2 CFR part 200 and 2400, as amended. ESG funded projects will be subject to applicable regulations (24 CFR 576) and state HSP regulations outlined in the HSP Policy guide (reference to appendix docs).

Any project that includes physical property such as Permanent Supportive Housing or tenant based rental voucher subsidized with ESG funds must meet the standards outlined in 24 CFR 576.407 that include but are not limited to environmental review requirements. Some federally funded projects may also be impacted by the Federal Davis-Bacon Act, Section 3 and Lead Based Paint requirements. Award recipients will also be responsible for compliance with the Federal Labor Standards Provisions and Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards at 2 CFR part 200 (formerly known to include Circulars A-110, A-122 and A-133).

All regulations referred to in this RFP are available via the internet. Those who do not have internet access may contact DHCD at (410) 887-3317 to request assistance.

Any organization that receives an award pursuant to this solicitation must agree to provide all required reports in a timely manner in the prescribed formats, to include, but not necessarily be limited to, statistical, activity and expenditure reports and Women's and Minority Business Contractor's reports, if applicable. All awardees are required to enter client data into the Homeless Management Information System (HMIS). Award recipients will also be subject to periodic monitoring by HUD and Baltimore County staff and shall also agree to acknowledge receipt of HUD resources in any publications related to the awarded project.

VIII. MINORITY/WOMEN'S BUSINESS ENTERPRISES

It is the policy of Baltimore County, Maryland that minority and women-owned business enterprises shall have the maximum opportunity to participate in the performance of contracts funded in part or in whole with federal funds. Consequently, any organization that accepts an award pursuant to this RFP must ensure that minority and women-owned business enterprises shall have the maximum opportunity to participate in the performance of contracts and sub-contracts that would be financed in whole or in part with the federal funds awarded thereunder. Under any agreement executed between the organization and the County, the organization must confirm that it will take all necessary and reasonable steps to ensure that minority and women-

owned business enterprises have the maximum opportunity to be aware of, compete for and to perform under contracts with the organization. A copy of the local MBE/WBE Resource Directory, is available at <https://www.baltimorecountymd.gov/agencies/budfin/purchasing/minoritybusiness>.

Applicants may contact the Minority Business Enterprise Office at 410-887-3407 or mwbe@baltimorecountymd.gov.

IX. ISSUING OFFICE CONTACT

The point of contact for questions or inquiries with regard to this Request for Proposals is the issuing office contact presented below:

Jasmine Carpenter, Grants Administrator
Baltimore County Department of Housing and Community Development
105 West Chesapeake Avenue, Suite 201
Towson, Maryland 21204
PHONE : (410) 887-0048
E-MAIL : jcarpenter1@baltimorecountymd.gov

Questions will be addressed until the close of business on January 24, 2025. It is generally preferred that questions be submitted in writing, either prior to or after the pre-proposal public hearing. Organizations may also request a meeting with DHCD staff prior to the submission of a proposal by calling or corresponding with the above-referenced contact at your earliest convenience and no later than January 21, 2025. Meetings will be convened between December 10, 2024 and January 24, 2025. No meetings will be held regarding this solicitation after January 24, 2025.

Any such meetings will be for informational purposes, DHCD will provide (a) an opinion as to whether or not a particular activity would be eligible for funding pursuant to the applicable regulations, (b) whether an activity is in line with the goals and priorities established by the County and/or (c) clarification of regulatory and technical requirements. DHCD cannot comment on the merit of any particular project, as the merit of all proposed projects will be evaluated by a review committee based upon proposals submitted pursuant to this RFP.

X. PROPOSAL DEADLINE, FORMAT AND PROCEDURES

Proposals are due by 2:00 p.m. on Tuesday, February 4, 2025.

Applications must be submitted in a full **electronic proposal** packet, PDF format, uploaded to <https://fileshare.baltimorecountymd.gov>

Detailed instructions for submission are provided below.

Failure to submit all required parts of the proposal by the 2:00 p.m. deadline may result in non-funding. A proposal will not be deemed to be submitted unless all required parts have been received. DHCD is under no obligation to accept proposals submitted after 2:00 p.m. on February 4, 2025.

A full proposal is considered to be three (3) Appendices:

1. **Appendix I:** Homeless Services Proposal Questions
2. **Appendix II:** Proposed Project Budget*
3. **Appendix III:** Required Attachments in Support of Proposal

Please note that if any of the forms are missing, incomplete or lack the appropriate signatures, the proposal may be returned or points will be deducted.

Proposals must follow the order listed in the Table of Contents and Appendices. All pages of the proposal must be numbered and the page numbers must be filled in on the Table of Contents.

DHCD will do an initial review for completeness after the proposals are submitted. DHCD reserves the right to reject any incomplete proposals or DHCD may, at its discretion, contact organizations for missing materials.

* Additional requirements for submitting a Budget Request are detailed in Exhibit B.

Electronic Signature Instruction:

Each proposal consists of 10 pages requiring an original signature, detailed below, and noted on the Table of Contents in Appendix I, are the impacted pages:

Appendix I:

1. DHCD Proposal Summary Sheet

Appendix II:

2. Baltimore County MD Application for Financial Assistance (AFA) (2 pages)

Appendix III:

3. Certification of Resolution by Board
4. Certification Regarding Lobbying
5. Certification of Alcohol and Drug Free Workplace
6. Certification of Non-Discrimination
7. Certification of Affirmative Fair Housing Marketing
8. Audit Certification of Compliance
9. Declaration of Conflict of Interest
10. Grant Affidavit

To be considered an original signature to be included in the full pdf submission organizations have two options.

Option ONE: Print the page that is requiring signature. Sign a hard copy in BLUE ink where indicated. Scan (in color) the signature page and insert this page in the full PDF submission, as instructed.

Option TWO: Sign by electronic signature. The electronic signature should show evidence of the signer's intent to execute/accept. An example of intent would be having the signer take confirmatory action, like typing their name or drawing their signature using a mouse or touchscreen.

The grant proposal and all forms must be signed by the officer or director of the corporation

authorized to sign such documents.

If the proposal and the other forms are signed by anyone other than the individual(s) so authorized, the organization must submit a resolution evidencing that the Board delegated authority to another individual to enter into a binding legal agreement on behalf of the organization.

Electronic Submission Instructions:

One (1) complete proposal (Table of Contents, Appendix I: Proposal Questions, Appendix II: Proposed Budget and Appendix III: Required Attachments in Support of Proposal) must be submitted in PDF format.

The filename for your electronic proposal must follow the naming convention below:

FY2026 HS Ap O1 [Name of Organization] [Project Title]

Example: FY2026 HS Ap O1 Happy Harvest Apple Pickers Project

Name of Organization and Project Title may be abbreviated.

The PDF file should be uploaded to the following secure site:

<https://fileshare.baltimorecountymd.gov>

You will be required to enter a Username and Password prior to upload.

If your organization is applying for a renewal of a grant awarded in FY2025, the PDF is to be uploaded into your organizations reports folder used for current submission. You will not be issued a new username and password to submit this RFP.

If your organization is submitting for the first time, or did not receive funding through this Department in FY2025, you must request the Username and Password by 4:00 p.m. on Tuesday, January 21, 2025 by emailing the Grants Assistant, Cameron Tignall, (ctignall@baltimorecountymd.gov) with your contact name, valid email address and call back number. Instructions for setting up access for submission will be emailed back to you.

Your login credentials will allow you to upload your documents to the secure site, only visible to your organization. Only authorized County staff will be able to view, download and open the files. Applicants will not be able to delete a submission. If you made an error in your upload, contact the Grants Assistant, Cameron Tignall, (ctignall@baltimorecountymd.gov) immediately and request removal of document.

A request for an exemption to the Electronic Proposal requirement and permission to submit the full proposal in hard copy must be submitted in writing to Jasmine Carpenter, Grants Administrator, via email (jcarpenter1@baltimorecountymd.gov) no later than **4:00 p.m. on Friday, January 21, 2025**, and must include the reason for requesting an exemption.

Notification of Submission

Organizations must notify the Grants Administrator, Jasmine Carpenter, when the submission has been uploaded. Send a notification of submission to jcarpenter1@baltimorecountymd.gov.

Subject Line:

FY26 [Organization Name], [Project Title, if more than one funded project] RFP
Submission Body of the Email:

- Include a statement indicating that your proposal(s) have been uploaded to <https://fileshare.baltimorecountymd.gov>.
- Provide a bulleted list of each of the files which have been uploaded. (Reference filenames, consistent with required naming conventions, above.)

Remember: Do not copy other DHCD staff on your email message. Do not send questions in the body of the notification email.

EXHIBIT A: CALENDAR

NOVEMBER 22, 2024	NOTICE OF PUBLIC HEARING AND FUNDING AVAILABILITY ISSUED IN BALTIMORE SUN.
ON OR ABOUT DECEMBER 2, 2024	RFP AVAILABLE ON WEBSITE.
DECEMBER 10, 2024	Public Hearing, 12:15 PM <i>PRE-BID CONFERENCE DIRECTLY FOLLOWING.</i>
DECEMBER 10, 2024 - JANUARY 24, 2025*	Questions, preferably written, entertained. Optional individual meetings convened. <i>*Last day to request a meeting: January 21, 2025.</i>
January 21, 2025	Requests for FileShare access to permit electronic submission for new applicants to the secure file transfer site (or Request for an exemption to electronic submission requirement) must be requested by 4:00 p.m. on this day.
February 4, 2025	Proposals in all required formats (electronic and hard copies, as detailed in instructions) are due at 2:00 p.m.
February 4, 2025– March 2025	Proposals evaluated by staff and by review panel.
March 2025	Recommendations determined by DHCD and revisions/rewrites from applicant if applicable.
*April 15, 2025 – May 15, 2025	Annual Action Plan posted followed by 30-day comment period. Public hearing held during the 30-day comment period.
*May 17, 2025	Annual Action Plan submitted to HUD for approval.
May 2025 – June 2025	Baltimore County Grants Review Committee review and Council Approval period.
June 2025	Grant agreements processed and executed.
July 1, 2025	New grant year begins. Mandatory Grantee Orientation in August/September.

EXHIBIT B: INSTRUCTIONS FOR COMPLETING RFP BUDGET REQUEST

To complete your RFP Budget Proposal, you must download and use the Excel workbook which is posted at:

<https://www.baltimorecountymd.gov/departments/housing/grants/grant-application>

You must use the forms provided in the Excel workbook, *unless noted otherwise*.

Throughout the Excel workbook, attention should be given to all light blue cells as they are the locations where you should be inputting information on your project and organization. Many cells are formulas that calculate based off of your information you input.

I. Budget Summary Page (Titled: "RFP Budget Request")

- A. Provide all requested organization information on top of the page.
- B. In the column labeled "DHCD Funds", provide the amount being requested for this project from DHCD for each applicable line item. Total the column. The amount that appears on the "Total" line for that column must agree with the amount of funding requested on the DHCD Application for Funding for this project.
- C. In the column labeled "Other Funds", please provide the amount of funding that other fund sources will provide to support this project for the budget year, by line item. Total this column.
- D. In the column labeled "In-kind", provide the amount of In-kind support that will be received for this project, by line item. In-kind contributions may come from the applicant organization or from other sources. In-kind contributions are contributions that are not received in cash. To be acknowledged as In-kind contributions, they must have cash value and they must be auditable. For example, if space is provided to the applicant organization for providing a program at a school building and there normally would be a charge for the use of that space, the amount of the In-kind contributions would be the amount that would normally be charged. If space is being provided that is owned by the applicant organization, the In-kind contribution would be the fair market value for rent of the space.
- E. The Salary line item should not include fringe costs. The fringe costs, which should be included in the fringe line, are payroll taxes and payroll-related benefits such as health insurance, retirement etc.
- F. If there are line-item expenses anticipated that are not captured on the list of approved line items included on the Budget Summary Page, include the aggregated total of those expenses in the "Other" line item.
- G. Total each row and column. The budget should be calculated in the provided Budget Excel spreadsheet to avoid mathematical errors. Column and row totals must be mathematically accurate. Please use (rounded) whole dollar amounts only.

II. Itemizations of "Other" Costs

A. On this schedule, itemize what was aggregated in the “Other” line on the Budget Summary page. In the appropriate column, identify how much of each item expense is requested from DHCD, how much is coming from “Other Funds” sources, how much is being contributed “In-kind” and the total for each itemized line.

B. The total for each column should match the corresponding column on the Budget Summary page.

III. Salary Schedule

A. For every position for which there is effort on the project, list the position. Do not aggregate functions or positions. Meaning, if there are two or more of any position serving the same purpose for the project, list them as separate entities on the Salary Schedule. For contingency staff, footnote and detail on the bottom of the salary schedule or on an additional page how the budgeted amount was calculated. Include in the budget justification how and in what circumstances contingency staff will be used.

B. For every position that is occupied at the time of submission, in the column labeled “Name of Incumbent”, provide the name of the person occupying the position. If an existing position is vacant at the time of proposal, type “Vacant” in the cell in lieu of a name. If a new position is being created or proposed, type “New” in lieu of a name.

C. In the column labeled “Rate per Hour” provide the exact dollar amount that the position will be reimbursed for per hour.

D. In the column labeled “DHCD Hours Requested*” list the number of hours per fiscal year that would be charged to DHCD for this project. For example, a full time (40 hours per week,) on project, fully funded employee would be work 40 hours x 52 weeks = 2080 hours per the requested fiscal year. The salary dollar value will calculate based on the number of hours you input, and the rate per hour stated for the position.

E. For hours that are worked on the project, but not being requested for reimbursement from the DHCD, place in the appropriate “Other Funds” or “In-kind” Non-DHCD Hours columns. The total DHCD Request, Other and In-kind hours should reflect the total number of hours that position is expected to work on that project in the budgeted fiscal year. Once again, the salary dollar value for “Other” and “In-kind” will calculate based on the number of hours you input, and the rate per hour stated for the position.

F. If a position/employee works on additional projects or grant funded activities for your organization, but outside the scope of this RFP and project, those respective hours should not be reflected on this salary schedule.

G. Do not include Fringe benefits in salary costs.

H. In your budget justification, you are expected to describe in detail how the total # of hours per position will be distributed on a week-week (or month to month basis) for each requested funded position. For example, if you are requesting 1040 hours for a “Half-Time” position, is this a position that will be worked 20 hours a week for the entire fiscal year, or a

position that is scheduled to work 40 hours a week for only half the year to fulfill the scope of the project.

I. The amount totaled for each Salary column (DHCD Request, Other, In-kind, Total) must match the amount requested for the Salaries line item on the Budget Summary Page.

IV. Schedule of Equipment Costs

A. This schedule must include only equipment that would be purchased with the funding requested from DHCD. Do not include equipment that will be purchased with other sources nor equipment that will be rented.

B. On the first line, total the aggregated amount of all miscellaneous equipment expected to be purchased costing under \$500 for each individual item. This total may exceed \$500 in aggregate.

C. On the lines below, individually itemize and describe any equipment expected to be purchased with DHCD funds that costs over \$500 per item.

D. The Total aggregate amount must match the Total under the "DHCD Request" column on the Budget Summary page.

V. Anticipated Sources of Funds

A. This page indicates the amount the organization expects to receive from DHCD, Other fund sources and In-kind contributions for the specific project and budget year. This page is for the sources of all funding related to the project, not a repeat of the expected use of funds.

B. Section A, indicate the amount requested from DHCD for this project. This line must agree with the Total line of the "DHCD Request" column on the Budget Summary page.

C. Section B, indicate the sources and amounts expected to be utilized for all "Other funds" for this project. This is not a repeat of the Line Items that are being funded by "Other funds" on the Budget Summary page. The total of all "Other funds" sources must match the Total under the "Other Funds" column on the Budget Summary Page.

D. Section C, Itemize and describe all expected In-kind contributions for this project for the requested fiscal year. Once again, this is not a repeat of the Line Items that are receiving In-kind contributions, but an itemized list of the sources of those contributions. The total of all "In-kind Contributions" must match the Total under the "In-kind" column on the Budget Summary Page.

E. Finally, the Total of Section A + B + C on the final line of this page must match the Total Project Budget Column on the Budget Summary Page.

VI. Ability to Leverage Other Resources Worksheet

Indicate items and sources that constitute additional funds for the organization in the corresponding columns. Assign a value along with In-kind or cash in the appropriate columns. Use additional lines and pages if necessary. This page should be a more detailed version of the Anticipated Sources of Funds

Page and should serve as a standalone document on the sources and use of all leveraged funds on the project. (Examples of leveraged funds include grants from other fund sources, volunteer labor, donations of needed goods, office supplies, canned goods, curtains, beds, books, etc.) Calculate the total value for items reported. This amount must agree with the total of Section B (All other Sources) and Section C (In-kind Contributions) of the Anticipated Sources of Funds Page.

VII. Budget Justification

Every budget request **must** include a Budget Justification for items to be paid for using awarded funds. Your Budget justification shall include the sources and the amount of leverage that is anticipated in this project.

In addition, the information that is provided on the previous Budget schedules, attach a budget justification providing a justification for each line item requested on the budget. Please note that the Budget Justification does not have a corresponding worksheet. Your organization must create the Budget Justification according to the following instructions.

- A. Salaries – For all salaries and positions requested a justification would include:
 - i. A detailed description for each requested position. A position description should include the job functions as specifically related to the delivery of the project.
 - ii. For currently occupied positions, the current name and qualifications of the incumbent person in that respective position should be described.
 - iii. For vacant positions, a detailed description of the expected job qualifications of candidates for that position should be described.
 - iv. An explanation of the number of hours requested for that position for the project, and a detailed description of the work schedule expected to fulfill the requested hours. For example, if you are requesting 1040 hours for a position, you must indicate whether this position is year-round at 20 hours a week for 52 weeks or for half the year at full time (40 hours x 26 weeks).
 - v. If a position is split funded between requested funds from the Department of Housing and Community Development and Other or In-kind sources (while on the same project), a description of what funds will be supporting non DHCD hours is essential.
 - vi. If a position is split between multiple projects, a description of other non-project duties this position (and the number of hours obligated to other projects) is essential.
 - vii. Whether this position receives fringe benefits, time off or other benefits as a result of their employment on this project.
- B. Fringe – Indicate what percentage or calculation was used for expected fringe costs, what fringe benefits employees on project are entitled to and what positions receive fringe benefits. Previous years totals may be used as justification for the calculation of fringe benefits.
- C. Purchases – For all purchases an expected justification would include:

- i. An itemization of what is expected to be purchased
 - ii. A purpose and justification for each item
 - iii. The Amount requested for each item and how it “rolls-up” into the aggregate requested amount
 - iv. A detailed explanation (with shown math) on how the total line-item request was calculated, including the number of units to be purchased and expected unit costs. For example, for office supplies, the cost may be an estimate based on historical costs (previous year 100 pens were purchased at \$1.00 per pen = \$100) or as a cost per employee.
- D. Services – For all service and contractual arrangements an expected justification would include:
- i. Detailed information on any entities that the organization will be entered into contractual arrangements and the details of those contracts in respect to the services delivered and cost.
 - ii. A purpose and justification for each service
 - iii. A detailed explanation (with shown math) on how the total of services rolls-up into the aggregate requested amount. For example, if you have entered into a contract for accounting services that are \$200 per month for x number of hours of work, you would need to show how \$200 per month x 12 month = \$2,400 per year. Additionally, all totals should aggregate to match what was requested from DHCD.
- E. All requested Budget Line Items must have some form of justification that explicitly describes how the total amount requested on the Budget Summary page was calculated.
- F. If your organization intends to request indirect costs as a line item, you must submit a detailed cost allocation plan that lists the costs to be charged, the total annual allocation for each line item, the amount charged to other grants or agreements, and the percentage to be charged to DHCD for this project. As established by the Federal Office of Management and Budget, indirect costs are those incurred for general organizational overhead expenses that do not relate solely to any single activity, such as the salaries and expenses of executive officers, personnel administration and accounting as well as depreciation or use allowances on buildings and equipment and the costs of operating and maintaining facilities. Costs directly related to delivery of a particular grant-funded activity such as personnel and operating costs should be charged as direct line-item costs in the budget. If your organization receives direct Federal funding and currently has a Negotiated Indirect Cost Rate Agreement (NICRA), please include this information in your cost allocation plan.
- G. If the Budget anticipates sources of funding other than the funding that is requested from DHCD, for each other fund source please indicated if the funding is committed or pending approval.

VIII. Organization's Current and Projected Annual Budget

A. In a format designed by the applicant, attach a copy of the organization's **current full agency-wide budget** showing all revenues and line-item expenses for the organization. This current full agency-wide budget should cover all programs operated by the organization, not just the project budget being requested in this proposal.

B. In a format designed by the applicant, attach a copy of the organization's **projected full agency-wide budget** showing all revenues and line-item expenses for the organization. This projected full agency-wide budget should cover all programs operated by the organization, not just the project budget being requested in this proposal. The projected budget may include revenue that the organization anticipates requesting and receiving in the next year. If your projected full agency-wide budget has not yet been accepted/approved, you must still attach a draft version (and mark it as a "draft").

IX. Baltimore County Application for Financial Assistance (AFA)

Attach the two-page Application for Financial Assistance. Pay particular attention to Question 6 to make certain that this table is consistent with all information included in your Project Budget. If you reference attachments on your AFA, you must attach the referenced documents in Appendix III, in line with the Table of Contents.