



**CITY OF LAKEWOOD, WA
REQUEST FOR PROPOSALS TO
PROVIDE VETERANS EMERGENCY
SHELTER HOUSING CAPITAL
COSTS:**

ARPA PROGRAM

SEPTEMBER 23, 2022

DEADLINE FOR SUBMITTAL:

OCTOBER 17, 2022

A. BACKGROUND

The American Rescue Plan Act of 2021 (ARPA) is a \$1.9 trillion economic stimulus bill passed by the 117th United States Congress and signed into law by the President on March 21, 2021, to speed up the United States' recovery from the economic and health effects of the COVID-19 pandemic. ARPA presents a great funding opportunity for the City to revitalize the community after the hardships endured throughout the COVID-19 pandemic.

In fall 2022, the City of Lakewood is releasing three Requests for Proposals (RFPs) with available State & Local Fiscal Relief Fund (SLFRF) funding totaling \$5 million dollars among all three to seek respondents who can provide prioritized legacy projects and programs to help Lakewood residents:

- Food bank capital costs;
- Housing, including
 - Veterans shelter housing; and
 - Permanent low income housing

B. PURPOSE OF RFP – Veteran Emergency Shelter Housing Capital Expenditures

To inform the use of its ARPA funds, the City of Lakewood ("City") is seeking proposals for program and project **funding for the capital costs to provide veteran emergency shelter/transitional housing to be located within the City of Lakewood and near veterans' supportive service providers or public transportation thereto** and that comply with the criteria in the ARPA Final Rule and the priorities set by the Lakewood City Council to respond to the public health emergency and/or its negative economic impacts.

Lakewood is seeking an organization, organizations, agency or agencies to construct emergency shelter for eligible homeless veterans or family members. Shelter costs may only be paid for eligible homeless veterans or family members. Scope of work required includes maintaining documentation as described below.

The project must meet the following requirements:

- Be completed before December 31, 2026.
- Provide overnight stays for eligible veterans or family members, and define eligible veterans in the RFP application.
- Meet all applicable requirements of the American Rescue Plan Act (ARPA).

C. APPLICANT REQUIREMENTS

All applicants must meet eligibility and submit the required information to be considered for a funding recommendation. To be considered for funding, applicants must:

1. Submit a complete and responsive application.
2. Attach any supplemental information that demonstrates the implementation of the program or project.
3. Applicant organization must be an IRS-recognized entity. Applicant organization must also have UEI number assigned through www.SAM.gov

4. The successful application shall provide prescribed resident intake procedures, including documentation of veteran status, and maintain a file with supporting documents on each client assisted.
5. The Contractor shall maintain a copy of the completed application on file along with all the back-up documentation which supports the applicant's eligibility for assistance. Those records must be retained through December 31, 2031 and must be available for audit by the City, the state and any other designated auditors. After December 31, 2031, the applications and back-up documentation shall be destroyed by the Contractor.
6. Applicant organization must have no outstanding financial obligations to the City of Lakewood (e.g., property taxes, personal property tax, motor vehicle tax, past due bills, etc.)
7. Applicant organization must be an established organization in operation for at least one full year prior to the start of the COVID-19 pandemic (March 2020).
8. Award must be used by subrecipient and cannot be used to make additional grants to other organizations.
9. Applicant organizations must be able to comply with ARPA federal reporting guidelines, including but not limited to: submitting quarterly project and expenditure reports. At a minimum, all grantees will be required to provide periodic grant reports.
10. Applicant must comply with all ARPA audit and record retention requirements. Records must be retained through December 31, 2031.

D. PROPOSAL REQUIREMENTS

ALL PROPOSALS MUST MEET ELIGIBILITY CRITERIA FOR AMERICAN RESCUE PLAN ACT (ARPA) STATE & LOCAL FISCAL RECOVERY FUND (SLFRF) AWARDS, AND SUBRECIPIENTS OF ARPA FUNDS MUST COMPLY WITH ALL ARPA REPORTING AND AUDIT REQUIREMENTS.

The City of Lakewood strongly encourages applicants to read and understand the eligible uses of the funds to respond to the public health emergency or its negative economic impacts. The U.S. Department of the Treasury [website](#) has important information to review, such as the [Overview of the Final Rule](#) and [updates](#).

Additional resources and information are available on the City of Lakewood's website: <https://cityoflakewood.us/american-rescue-plan-act-of-2021/>.

Proposals must be responsive to ARPA's purpose as well as the following City of Lakewood, WA ARPA priorities and Policy Positions:

- ARPA is for one-time costs; however, exceptions may be made for certain programs or pilot programs.
- ARPA funds will be focused on projects that would provide long-lasting benefits to Lakewood residents.
- ARPA funds will be focused on what the Lakewood community needs;
- ARPA funds will be used to make a permanent investment in the City;
- ARPA funds will be used to support organizations that have been long term supporters

- of Lakewood and its residents;
- ARPA funding may be used for –
 - Capital expenditures with long-lasting benefit for the City, including but not limited to:
 - Food bank capital costs;
 - Housing, including
 - **Veterans Shelter Housing;** and
 - Permanent Low Income Housing.

If you have any questions about the RFP application, please contact Tiffany Speir, ARPA Program Manager, at tspeir@cityoflakewood.us

E. TERMS AND CONDITIONS

1. All responses to this RFP become the property of City, and as such may be subject to public review.
2. Any costs and expenses incurred by an organization in preparing or submitting responses are the sole responsibility of the Respondent.
3. This RFP does not commit the City to award funds.
4. The City reserves the right to request additional information and/or clarification from any of the Respondents to this RFP.
5. A Respondent must be prepared to present evidence to support their responses in order to satisfactorily meet the requirements set forth or implied in the RFP.
6. Respondents must be prepared to attend one or more City review committee and/or City Council meeting to provide information regarding the submission.
7. Respondents agree there is an expectation that quantitative and qualitative information may be required on an as needed basis for reporting requirements.
8. Respondent agrees to the following **funding payout schedule**: The Contractor shall submit, no more often than monthly, an invoice and supporting documentation for payment to the City. The City will process reimbursement payments within 30 days of receipt of a complete submission (invoice and supporting documentation.)
9. All Respondents to the RFP must conform to instructions. Failure to include required signatures, meet deadlines, answer all questions, follow the required format, or failure to comply with other requirements of the RFP may be considered appropriate cause for rejection of the response. **All communication must be done through the City's ARPA Program Manager, Tiffany Speir at tspeir@cityoflakewood.us.**
10. The contract produced from the selection process will represent the entire agreement between the Respondent and the City and will supersede all prior negotiations, representations, or agreements - alleged or made - between the parties.
11. The City may **terminate** the funding agreement, in whole or in part, for default based on the following conditions:
 - (i) Respondent fails to provide the City with timely and/or acceptable progress reporting data;

- (ii) insolvency of the Respondent;
- (iii) loss of key personnel responsible administering the program/service;
- (iv) lack of responsiveness to City inquiries; or
- (v) Respondent fails to fulfill any of its obligations under ARPA.

Prior to termination, the City shall notify Respondent of the default condition and shall allow Respondent thirty (30) calendar days within which to rectify the condition. If the condition is ameliorated within the allowed period, the funding agreement shall remain in full force and effect. If the default condition remains beyond the allowed period; the City may terminate the funding agreement, in whole or in part, by written “Notice of Termination” to the Respondent stating the basis for termination and effective date. Termination of funding will require any received funding to be refunded.

F. REVIEW & SELECTION CRITERIA

Proposals will be reviewed by the City of Lakewood. The City will consider the applications and provide the City Council with a list of funding recommendations for review and action.

The review process will consider the review rubric included below as well as the application’s responsiveness to the City of Lakewood, WA ARPA Priorities and Policy Positions described in Section D above. The five criteria will be reviewed as either Green, Yellow, or Red. The overall review will be used as the basis for ultimately determining funding recommendations.

**CITY OF LAKEWOOD
2022 AMERICAN RESCUE PLAN ACT (ARPA) REQUEST FOR PROPOSAL (RFP)
REVIEW RUBRIC**

	GREEN	YELLOW	RED
Planning/ Strategic	Program or project aligns with recommendations in the <u>City’s most recent Consolidated Plan (CDBG)</u> .	Program or project related to City goals listed in a City plan or process.	Not linked to an existing City plan or process.
Transformative	Makes a permanent and noticeable change in a service or community condition.	Has potential for noticeable change in a service or community condition, but not fully demonstrated.	Demonstrates a short-term or no noticeable change in a service or community condition.
Scale and Management	Requesting organization provides same or similar service on a consistent basis.	Requesting organization provides same/similar service on a periodic basis.	Requesting organization has not previously provided same/similar service.

Collaborative	Partnerships/funding from other organizations have been identified to improve return on investment of proposal.	Partnerships/funding from other organizations have been requested or are under consideration to improve ROI of proposal.	Does not have partnerships/funding from other organizations to improve ROI of proposal.
Equity	Majority of impact/investment is in disadvantaged communities, businesses, or disparities caused by COVID-19.	Some impact/investment in disadvantaged communities, businesses, or disparities caused by COVID-19.	Little to no impact/investment in disadvantaged communities, businesses, or disparities caused by COVID-19.

G. ANTICIPATED KEY DATES (Subject to Change)

Date	Event
9/23/22	RFP Released
10/17/22	Deadline for Submitting RFP (5 pm)
TBD	Review and Evaluation Process – INTERVIEWS WITH APPLICANTS MIGHT OR MIGHT NOT BE REQUIRED.
TBD	City Council presents recommended ARPA projects at Study Session
TBD	City Council public hearing on proposed ARPA projects
TBD	City Council action on ARPA Projects
TBD	Funds available for disbursement
12/31/26	Federal Deadline to exhaust ARPA Funds. DEADLINE FOR SUBAWARDS GRANTED AS A RESULT OF THIS PROCESS MAY HAVE AN EARLIER DEADLINE.

H. DELIVERY OF PROPOSALS

The completed PDF application must be emailed to Tiffany Speir, ARPA Program Manager, at tspeir@cityoflakewood.us no later than:

5:00 pm on October 17, 2022

Candidates are solely responsible for ensuring that proposals are delivered on time. Delays caused by any delivery service will not be grounds for an extension of the proposal due date and time. Proposals received after the due date and time will not be considered. Early submissions are recommended and encouraged.

The City of Lakewood is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, sexual orientation, or gender identity or expression. The City encourages submittals from firms that demonstrate the same commitment.

I. SUPPLEMENTAL INFORMATION

Attached hereto are the presentation materials from the June 29, 2022 City of Lakewood ARPA technical assistance session, which includes descriptions of allowed expenses, Subrecipient reporting and auditing requirements, and links to additional information. More information can be found at <https://cityoflakewood.us/american-rescue-plan-act-of-2021/>.

J. ORIENTATION SESSION

One orientation session for this funding cycle will be provided on **September 29, 2022 at noon** via Zoom. Zoom virtual meeting information will be posted to the City ARPA website here: <https://cityoflakewood.us/american-rescue-plan-act-of-2021/>



City of Lakewood, WA

American Rescue Plan Funding Application

- Veterans Emergency Shelter Capital Costs -

6000 Main St SW • Lakewood, WA 98499
Office Phone: (253) 983.7702 • Email: tspeir@cityoflakewood.us

Organization Information

Legal Name of Organization:

Doing Business As:

Address: _____

City: _____

Zip: _____

Website: _____

Year of Formation: _____

	CEO/Executive Director	Project Coordinator (if different)
Name		
Title		
Email Address		
Phone Number		
Mailing Address		

Taxpayer Identification Number: _____

UEI Number (Required*): _____

*UEI Number can be obtained [here](#).

Is your Entity registered with [SAM.gov](#) (Required)? Yes _____ No _____

If a nonprofit, have you attached a current nonprofit 501(c)(3) tax exempt status, as confirmed by IRS?: Yes _____ No _____

I certify that I have the legal authority of the organization represented in this application to submit this request for funding on its behalf, and I further certify that the information submitted in this application is true and correct to the best of my knowledge. I understand that the City of Lakewood will rely on the accuracy of the submittals and certifications made in conjunction with this application. Any misrepresentation of inaccurate information or unused ARPA funds may result in a repayment of funds. If awarded, my organization intends to enter into a contract with the City of Lakewood, provide liability insurance as may be required for the duration of the contract naming the City of Lakewood as an additional insured and in an amount determined by the City.

SIGNATURE

DATE

Print Name and Title

Treasury has updated its guidance to clarify two presumptively eligible ways to use SLFRF to fund affordable housing investments under the final rule.

SLFRF Affordable Housing Updates at a Glance:

- **Expanded Presumptive Eligibility.** SLFRF permits funds to be used, among other uses, to combat the public health and negative economic impacts (PH-NEI) of the pandemic. Treasury has updated its guidance to clarify two presumptively eligible ways to use SLFRF to fund affordable housing investments under the final rule.¹
 - **Option 1:** SLFRF funds used for affordable housing projects under the PH-NEI eligible use category are presumptively eligible if the project meets certain core requirements of the following expanded list of federal housing programs:
 - National Housing Trust Fund (HTF)
 - HOME Investment Partnerships Program (HOME)
 - Low-Income Housing Credit (LIHTC)
 - Public Housing Capital Fund
 - Section 202 Supportive Housing for the Elderly Program
 - Section 811 Supportive Housing for Persons with Disabilities Program
 - Project-Based Rental Assistance
 - Multifamily Preservation & Revitalization Program
 - Affordable housing projects provided by a Tribal government if they would be eligible for funding under the Indian Housing Block Grant

¹ Refer to Final Rule FAQs 2.14 and 4.9 for additional information about presumptively eligible affordable housing investments and other program requirements.

program, the Indian Community Development Block Grant program, or the Bureau of Indian Affairs Housing Improvement Program

The program requirements of these federal housing programs that must be met for presumptive eligibility have been clarified to include four core requirements:

- Resident income restrictions;
 - The affordability period and related covenant requirements for assisted units;
 - Tenant protections; and
 - Housing quality standards.
- **Option 2:** SLFRF funds used for affordable rental housing under the PH-NEI eligible use category are presumptively eligible uses if the units funded serve households at or below 65% of AMI for a period of 20 years or greater.
 - A broader range of affordable housing investments may also be eligible uses of SLFRF funds under the final rule if they are related and are reasonably proportional to addressing the negative economic impacts of the pandemic and otherwise meet the final rule's requirements. Depending on the needs of the local rental market, it may be reasonably proportional to address the negative economic impacts of the pandemic by funding units (e.g., up to 80% AMI) that do not fall into the presumptively eligible categories listed above.

Project Information

Please attach additional pages as needed.

Project Name: _____

Total Project/Program Cost: _____

Amount of ARPA Funds Requested*: _____

*Include detailed itemized budget later in this application to support amount requested. Provide any relevant attachments.

Annual Project/Program Cost to be funded with ARPA Funds (if different than amount above):

Have you received other COVID-19 Relief Funding* related to this project/program?

Yes ___ No ___

*(e.g., funds from ARPA, CARES Act, other nonprofits, or government)

If Yes, please provide details on funding:

Estimated Project/Program Schedule: Start Date: _____ **End Date*:** _____

*Per the act, ARPA funds must be fully expended by 12/31/26. **This project's contract may require that its specific funds be fully expended by an earlier date.**

Project Description: _____

Discuss and describe the community to be addressed through this project/program.

- Is your **veteran emergency shelter/transitional housing** project presumptively eligible under ARPA's Final Rule (see criteria above)?

Yes__ No_____

If yes, please describe how it is presumptively eligible (i.e., which criteria it follows from the ARPA Final Rule FAQs):_____

- Is the community served a disproportionately impacted community under ARPA?

- **How will this project or program address the community public health and/or negative economic impacts of COVID-19 (i.e., supporting the health of communities, and helping households, small businesses, impacted industries, nonprofits, and the public sector recover from economic impacts)?**

- **Explain your organization's experience and ability to implement, administer, and manage the proposed project/ program. How will success of this request be measured?**

PROJECT BUDGET

Provide a detailed itemized budget below to support amount requested later in this application. Also provide any relevant attachments.

3. **Capital Expenditures:** For projects reported under the Project Expenditure Categories EC1: Public Health, EC2: Negative Economic Impact and EC3: Public Health-Negative Economic Impact: Public Sector Capacity, provide answers to the following questions (refer to Figure IV - 19):
- Does this project include a capital expenditure?
 - If "Yes":
 - i. What is the total expected cost of the capital expenditure, including pre-development costs, if applicable?
 - ii. Type of capital expenditure, based on the following enumerated uses (as noted in [Appendix H](#))
 - If the answer is "No", include a zero for the expected total cost of the capital expenditure
 - For recipients (other than Tribal governments) investing in projects with total expected capital expenditures for an enumerated eligible use of \$10 million or more,

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U.S. DEPARTMENT OF THE TREASURY

- as well as projects with total expected capital expenditures for an "other" use of \$1 million or more, provide a written justification. (This field is required in July 2022.)
- For projects with total expected cost of the capital expenditures of over \$10 million, provide labor reporting as outlined for infrastructure projects on pages 24, 26, and 27 of the Reporting Guidance. (These fields are required in July 2022.)



Appendix H – Capital Expenditures for Non-Infrastructure Projects

For ECs 1, 2, and 3 applicable to Public Health and Negative Economic Impacts, recipients must report the capital expenditure type for those projects obligating \$10 million or more in funds to the capital expenditure portion of the project. Picklist items are listed below. The underlined portion of each item will be the portion selectable in the portal and the bulk upload template.

FIELD: Type of capital expenditure, based on the following enumerated uses:

- Acquisition of equipment for COVID-19 prevention and treatment, including ventilators, ambulances, and other medical or emergency services equipment
- Adaptations to congregate living facilities, including skilled nursing facilities, other long-term care facilities, incarceration settings, homeless shelters, residential foster care facilities, residential behavioral health treatment, and other group living facilities, as well as public facilities and schools (excluding construction of new facilities for the purpose of mitigating spread of COVID-19 in the facility)
- Affordable housing, supportive housing, or recovery housing development
- Behavioral health facilities and equipment (e.g., inpatient or outpatient mental health or substance use treatment facilities, crisis centers, diversion centers)
- Childcare, daycare, and early learning facilities
- COVID-19 testing sites and laboratories, and acquisition of related equipment
- COVID-19 vaccination sites
- Devices and equipment that assist households in accessing the internet (e.g., tablets, computers, or routers)
- Emergency operations centers and acquisition of emergency response equipment (e.g., emergency response radio systems)
- Food banks and other facilities primarily dedicated to addressing food insecurity
- Improvements to existing facilities to remediate lead contaminants (e.g., removal of lead paint)
- Installation and improvement of ventilation systems in congregate settings, health facilities, or other public facilities
- Job and workforce training centers
- Medical equipment and facilities designed to address disparities in public health outcomes (includes primary care clinics, hospitals, or integrations of health services into other settings)
- Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., emergency rooms, intensive care units, telemedicine capabilities for COVID-19 related treatment)
- Mitigation measures in small businesses, nonprofits, and impacted industries (e.g., developing outdoor spaces)
- Parks, green spaces, recreational facilities, sidewalks, pedestrian safety features like crosswalks, streetlights, neighborhood cleanup, and other projects to revitalize public spaces
- Public health data systems, including technology infrastructure
- Rehabilitations, renovation, remediation, cleanup, or conversions of vacant or abandoned properties
- Schools and other educational facilities or equipment to address educational disparities
- Technology and equipment to allow law enforcement to efficiently and effectively respond to the rise in gun violence resulting from the pandemic
- Technology and tools to effectively develop, execute, and evaluate government programs

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- Technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, improvements to case management systems or data sharing resources), reduce government backlogs, or meet increased maintenance needs
- Temporary medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs
- Transitional shelters (e.g., temporary residences for people experiencing homelessness)
- Other (please specify)