

CONTRACT #: RFP-S1-0725.52

REQUEST FOR PROPOSALS

Shelter, Services, and Rehousing for Persons Experiencing Homelessness

Purpose

The City of Wilmington announces the availability of \$134,188 in Community Development Block Grant (CDBG) funds for Fiscal Year FY26. Funds are awarded through this competitive Request for Proposals (RFP) process. This grant is designed to support public services that serve low- and moderate-income persons and families through the following activities:

- Emergency shelter for individuals and families experiencing homelessness; and/or
- Service delivery associated with the provision of shelter to low-to-moderate income persons with limited or no access to housing; and/or
- Rehousing for persons experiencing homelessness, for up to three months (e.g. one-time rent and utilities).

CDBG Requirements

The general rule is that CDBG funds may not be used for income payments. For purposes of the CDBG program, “income payments” are defined as a series of subsistence-type grant payments made to an individual or family for items such as food, clothing, housing (rent or mortgage), or utilities, but excludes emergency grant payments made over a period of up to three consecutive months directly to the provider of such items or services on behalf of an individual or family. One-time grants, emergency type grants, or loans for such purposes may be authorized under §570.201(e) Public services. Also see §570.207(b)(4) Income payments.

CDBG funds may be used to provide public services (labor, materials, and other costs), provided that each of the following criteria are met:

The public service must be either:

- A new service; or
- A quantifiable increase in the level of a service above that which has been provided by or on behalf of the unit of general local government through funds raised by such unit during the prior 12 months.

CDBG funds are for the benefit of low-to-moderate income persons as defined by the Department of Housing & Urban Development (HUD). Income shall be calculated in accordance with Code of Federal Regulations (CFR) Title 24 Part 5.

Records shall be maintained for expenditures of CDBG in accordance with 24 CFR 570.506.

All activities funded with CDBG must either provide shelter, services, and/or rehousing services for persons experiencing homelessness in accordance with the City of Wilmington’s Annual Action Plans for FY 25/26.

Grantees and or sub-recipients must prevent *duplication of benefit*, i.e. the use of CDBG funds to pay costs if another source of financial assistance is available to pay that cost.

Contractual Duties

During the Term of the contract the sub-recipient shall perform for the account of and on its behalf pursuant to and in accordance with the Shelter, Services, and/or Rehousing for Persons Experiencing Homelessness Programs (hereinafter referred to as the Program(s)) including, but not limited to, the following services (hereinafter referred to as the “Scope of Services”)

1. Provide written policies, documentation and procedures used to execute the Program(s).
Program/Organization must participate in Coordinated Entry and Homeless Management Information System (HMIS) and Continuum of Care.
2. Verify program participants income via income documentation. Calculate income in accordance with definitions in 24 CFR Part 5 Annual Income with the Community Planning and Development (CPD) income eligibility calculator, or other acceptable methods as approved in advance by the City.
3. Execute all relevant documents for program file completion including all documents to ensure CDBG eligibility.
4. Submit funding requests for reimbursement to the City of Wilmington Housing and Neighborhood Services Department/Community Development and Housing Section.
5. In providing the Scope of Services, Sub-recipient shall follow the guidelines, criteria and requirements of the Program as set forth in the Program Policies and Procedures provided with the RFP submittal. Sub-recipient agrees to provide the Scope of Services in a timely manner.

Invoices for rental and utility assistance payments and shelter and services operation activities must be submitted separately.

Rehousing rental and utility assistance reimbursement:

The City shall reimburse the sub-recipient for rental and/or utility assistance payments made directly to verified and eligible housing and/or utility providers. Documentation for invoices must be complete and accurate prior to payment. As a condition of payment, the sub-recipient must attach the following documents to all invoices.

1. A summary sheet that lists individual clients along with the following information (Attachment A);
2. An invoice that matches the summary sheet total;
3. Copies of all corresponding payment documentation, including verification of payment made;
4. Lease agreement;
5. Income verification; and
6. Any additional documentation the City deems necessary.

Rehousing reimbursement invoices must be submitted monthly. Submittal of reimbursement request must include a list of clients served and corresponding payments made for client rehousing and invoice.

Shelter & services program operating cost reimbursement:

Sub-recipient shall submit a separate invoice detailing program operating cost reimbursement. Documentation of costs shall be included with the invoice and shall reflect the agreed upon budget line items. Documentation may include, copy of timesheets, staff payroll, copy of phone bills, and/or proof of payment for example.

RFP RESPONSE TIMELINE

The RFP process shall adhere to the following schedule:

RFP PROCESS	DATE	TIME
Advertise RFP	07-16-2025	9:00 AM
Submit Date for Questions	07-23-2025	5:00 PM
City's Responses & Addenda (if any issued)	07-29-2025	3:00 PM
PROPOSALS DUE DATE*	08-06-2025	3:00 PM

Note: Times shown are Eastern Standard Time (EST)

PRE-PROPOSAL QUESTIONS

Questions concerning the specifications in this RFP should be directed in writing to the Project Manager. Questions will not be accepted over the phone or in person.

Project Manager for the City of Wilmington:
Gilbert Combs, Community Development and Housing Manager
Email: gilbert.combs@wilmingtonnc.gov

RFP Submittal Requirements

To be considered the proposal should contain the following information, completed in full:

1. Program Summary

Limited to one page; please use 8 ½" x 11" sheets, single spaced, one sided with no less than 12-point font, at least ½ margins)

Provide a brief summary of your proposed rehousing rental/utility assistance program, and/or proposed homeless shelter and services program. Include a brief history of your organization. Describe your organization's capacity, program approach, outreach, collaboration, and partnerships utilized for successful implementation. Describe staffing available or needed and cost to administer the program.

2. Program Design

Address the following questions (limited to no more than four pages, please use 8 ½" x 11" sheets, single spaced, one sided with no less than 12-point font, at least ½ margins)

- a. Does your organization currently provide homeless shelter and services? If yes, describe your existing program and include the number served and total budget.
- b. Does your organization participate in and utilize Coordinated Entry and HMIS? If yes, describe the process.
- c. Does your organization currently provide rental assistance or emergency assistance to rehouse persons experiencing homelessness? If yes, describe your existing program include the number served and the total budget.
- d. Does your program provide case management and referrals to other resources and services? If so, please describe and list any other organizations you have referral agreements with.
- e. Will your proposed rehousing rental assistance program negotiate with landlords to increase the likelihood of ongoing stable housing for the client? If so, please describe how you ensure stable housing as a result of negotiations.

3. Program Budget

Provide a line-item budget for all the expenses associated with implementation of your program. Include staff, listed by position, fringe benefits, FICA, etc. List all costs such as office space, phone, rent, computer, etc. Include a budget narrative to describe each line item in more detail.

Include any other funding sources committed or pending for the program(s) you are submitting.

4. Organizational Capacity and Fiscal Soundness

(provide a copy of each of the documents listed below)

- a. IRS tax determination letter of 501 (c) (3);
- b. Current bylaws and Articles of Incorporation;
- c. Most recent independent audit and management letter
- d. Most recent IRS tax form 990; or business/corporate tax return, if applicable;
- e. Organizational chart with key personnel and their titles;
- f. Current list of Board of Directors, with mailing addresses;
- g. Policies: Conflict of Interest Policy, and Procurement Policy;
- h. Proof of General Liability Insurance;
- i. Résumés for Executive Director and Program Director; or Chief Executive Officer; and
- j. Letters of support from community partners, organizations, non-profits

Items to be submitted:

One hardcopy of the proposal and an electronic version (PDF format) on a flash drive must be submitted to Christine R. Karem, Senior Contract Specialist, 929 North Front Street Wilmington, NC 28401 on or before, 8/6/2025, by 3 pm., EST.

The City shall not be responsible for any expense incurred by the firm in preparing and submitting a proposal. All proposals submitted become the property of the City of Wilmington.

Questions concerning this RFP should be directed to the Project Manager. Questions may be submitted no later than 7/23/2025 at 5 pm., EST. All questions and answers regarding the RFP may be shared with all contractors known to be interested in submitting a proposal.

The City of Wilmington reserves the right to re-advertise and reject any or all proposals which are deemed to be non-responsive, late in submission, or unsatisfactory. The City of Wilmington shall have no obligation to award a contract for services as a result of this RFP.

PROPOSAL CERTIFICATION

Signature: _____ Date: _____

By signing above, I certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the proposal being submitted and have the authority to sign proposal on behalf of my organization.

BY (Printed): _____

TITLE: _____

ORGANIZATION/COMPANY: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Attachment A

CDBG Shelter, Services, and Rehousing for Persons Experiencing Homelessness Eligibility Verification Form

Program Name:

Program Description:

Program Location: City of Wilmington, NC (City Limits)

Definition of Income Utilized: Annual Income as defined in 24 CFR Part 5

Area Median Income (AMI) Project Serves: 80% or below AMI

Cite the eligibility provision:	<input checked="" type="checkbox"/>	24 CFR 570.201(e) – Public services
--	-------------------------------------	-------------------------------------

Cite the national objective:	<input checked="" type="checkbox"/>	Low Mod Limited Clientele (LMC) Benefit
-------------------------------------	-------------------------------------	---

Cite the matrix code for this activity: City Staff will enter

Cite the accomplishment type: 01-People

Cite the performance objective: **Cite the performance outcome:**

Activity performed by: Sub-recipient – NAME

Client Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Client AMI %: Click or tap here to enter text.

Client HH Size: Click or tap here to enter text.

Identify low- and moderate-income (LMI) Category:	<input type="checkbox"/>	Extremely Low Income (0-30%)
	<input type="checkbox"/>	Very Low Income (31-50%)
	<input type="checkbox"/>	Low Income (51-80%)
Identify Race:	<input type="checkbox"/>	White
	<input type="checkbox"/>	Black/African American
	<input type="checkbox"/>	Asian
	<input type="checkbox"/>	American Indian/Alaskan Native
	<input type="checkbox"/>	Native Hawaiian/Other Pacifica Islander
	<input type="checkbox"/>	American Indian/Alaskan Native & White
	<input type="checkbox"/>	Black/African American & White
	<input type="checkbox"/>	American Indian/Alaskan Native & Black/African American
	<input type="checkbox"/>	Other/Multi-Racial

☐Hispanic ☐ Non-Hispanic

Head of Household (H/H): ☐Male ☐ Female

Notes on case management and/or referrals:

Attachment A (Continued)

HUD Definitions

Percent of Area Median Income.

- 0–30 Percent of Area Median Income refers to a household whose annual income is at or below 30 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- 30+–50 Percent of Area Median Income refers to a household whose annual income exceeds 30 percent and does not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- 50+–60 Percent of Area Median Income refers to a household whose annual income exceeds 50 percent and does not exceed 60 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.
- 60+–80 Percent of Area Median Income refers to a household whose annual income exceeds 60 percent and does not exceed 80 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families.

Hispanic? Y/N.

Hispanic or Latino race is defined as a person of Cuban, Mexican, Puerto Rican, South or Central American, other Spanish culture or origin, regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Race:

- White. A person having origins in any of the original peoples of Europe, North Africa or the Middle East.
- Black/African American. A person having origins in any of the black racial groups of Africa. Terms such as “Haitian” can be used in addition to “Black” or “African American.”
- Asian. A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- American Indian/Alaska Native. A person having origins in any of the original peoples of North and South America (including Central America), and who maintains affiliation or community attachment.
- Native Hawaiian/Other Pacific Islander. A person having origins in any of the original people of Hawaii, Guam, Samoa, or other Pacific Islands.
- American Indian/Alaska Native & White. A person having these multiple race heritages as defined above.
- Asian & White. A person having these multiple race heritages as defined above.
- Black/African American & White. A person having these multiple race heritages as defined above.
- American Indian/Alaska Native & Black/African American. A person having these multiple race heritages as defined above.
- Other Multi Racial. For reporting individual responses that are not included in any of the other categories listed above.

Household Size. Enter the appropriate number of persons in the household: 1, 2, 3, 4, 5, 6, 7, or 8 or more persons (for households of more than 8, enter 8).

HUD Definitions

HUD Income by Family Size for Wilmington Area

Follow these guidelines when reporting income levels for:

Wilmington, NC HUD Metro FMR Area 2025 Adjusted HOME Income Limits	Persons In Household							
	1	2	3	4	5	6	7	8
100%	\$75,900	\$86,700	\$97,500	\$108,300	\$117,000	\$125,700	\$134,300	\$143,000
80%	\$60,720	\$69,360	\$78,000	\$86,640	\$93,600	\$100,560	\$107,440	\$114,400
60%	\$45,540	\$52,020	\$58,500	\$64,980	\$70,200	\$75,420	\$80,580	\$85,800
50%	\$37,950	\$43,350	\$48,750	\$54,150	\$58,500	\$62,850	\$67,150	\$71,500
30%	\$22,770	\$26,010	\$29,250	\$32,490	\$35,100	\$37,710	\$40,290	\$42,900

Presumed Benefit Activities

If a Low-to-Moderate Income (LMI) client activity is limited to assisting one or more of the presumptive benefit groups, then presume LMI and do not need to collect income verification data from the client.

Report income for presumed LMI client as follows:

Extremely Low Income: abused children, homeless persons

Low Income: battered spouses, severely disabled adults; illiterate adults, persons with AIDS, and migrant farm workers.

Attachment B

CDBG Public Services Proposal Review and Funding Award Process

Shelter, Services, and Rehousing for Persons Experiencing Homelessness Program

Evaluation Criteria

- After the close of the proposal period, Community Development and Housing Program staff will review each submitted proposal for completeness and for basic CDBG Program eligibility.
- If it is determined that a proposal is incomplete or otherwise ineligible for funding, the applicant organization will be notified of this determination in writing.
- The Staff Review Committee members will review and score the proposals objectively based on the Evaluation/Scoring Criteria (included on the following pages).
- The Staff Review Committee will make a funding recommendation to the City of Wilmington City Manager.
- Staff will prepare Sub-recipient Contractor Agreements.
- Each Agreement will contain the terms and conditions of the CDBG funding, a description of the approved activity and costs, and specify applicable regulations and reporting requirements for funding.
- All Agreements will be executed by the City of Wilmington.
- Sub-recipient Agreements will be for a term not to exceed 12 months.

Criteria
Prior Experience Implementing Shelter, Services and/or Rehousing Program for persons experiencing homelessness
Participation in Coordinated Entry and HMIS
Comprehensive Case Management to Include Referrals
Strategy for Sustaining Stable Housing after payment of rental assistance
Identified partners for referrals
Prior experience with CDBG funding
Organizational Capacity – Audit, Incorporation, Board of Directors, etc.
Realistic and detailed budget
Program Overview