

**REQUEST FOR PROPOSALS TCP 4-2017**

**“Start Up Funding For Specialized Transitional Housing for Unaccompanied Women”**

Issuance Date: December 4, 2017

Closing Date: February 28, 2018  
Closing Time: 2:00 p.m.

Bidders Conference:  
January 17, 2018  
10:00 a.m.  
801 Pennsylvania Avenue, SE, Suite 360

TCP Contacts:  
Jose Lucio  
Tom Fredericksen  
[rfp@community-partnership.org](mailto:rfp@community-partnership.org)

**INTRODUCTION**

Based on its work with the District’s Interagency Council on Homeless’ (ICH) Women’s Taskforce and in response to the lessons learned from conducting the continuum of care’s (CoC) first Women’s Needs Assessment, TCP is seeking proposals from which it will award one or more start up grants to implement one or more of the following program types for unaccompanied homeless women:

- **Trauma Focus:** The underlying common experience of the majority of women experiencing homelessness is some sort of trauma - either a one time event but more commonly a series of multiple events – partner violence, PTSD, sexual, physical, or emotional abuse. A ‘trauma-informed environment’ and “trauma-specific” services are offered with a focus on supporting survivors to develop the necessary skills to move beyond their trauma experience. These services will emphasize the importance of survivor voice, integration of trauma informed care and training for staff, and the utilization of clinically trained mental health professionals to provide on site services one on one and in group settings. This care could also include the utilization of mind /body work such as yoga or meditation to help survivors in enhancing their recovery skills.
- **Mental Health and Addiction Recovery:** Residents receive trauma-informed and individualized mental health and substance abuse treatment services, including co-occurring as needed. The therapeutic community model emphasizes peer leadership and the importance of lived experience, as well as social connectedness. Supports in place to promote successful transition to community with long-term goal of stabilization and recovery. An understanding of relapse as an anticipated part of the recovery process.
- **Work Beds:** Residents have a job at entry or within 6 months; must be working and establish escrow with savings. Support services focus on individual vocational and income goals in a supportive peer setting. These beds must allow for women to have flexible /evening/weekend work hours without losing their beds or being penalized.

Start up grants will be awarded for the purpose of bringing new transitional housing capacity online for unaccompanied women. TCP is seeking proposals implement new capacity; proposals seeking to expand existing programing will not be considered for funding under this solicitation.

**SECTION A: GENERAL DESCRIPTION**

**A.1. Funding Source, Amount of Funding Available, and Joint Proposals**

**Funding Source and Amount of Funding Available:**

The funding source is TCP. \$500,000.00 is available under this solicitation.

Individual bidders are not required to propose to implement all program types listed above, nor are individual bidders required to request the full amount of funding available under this solicitation. TCP may select one or multiple proposals for one or more of the program types listed above.

## TCP SOLICITATION 4-2017

TCP will accept proposals from providers with which it currently contracts as well as from providers it does not currently contract with for the provision of homeless services. The selected organizations will be awarded firm-fixed price contracts.

### **Joint Proposals:**

TCP will accept joint proposals. Bidders wishing to submit joint proposals must include a joint bid agreement signed by all parties as an attachment to their proposal. The joint bid agreement must define each bidder's role in operating proposed the program(s) and serving the population. The joint proposal must articulate the experiences and expertise of each party to the joint bid agreement.

## **A.2. Funding Duration and Leveraged Resources**

### **Funding Duration:**

Grant(s) awarded under this solicitation will be for the purpose of providing start up funding to implement one or more of the program types listed above. Grants will be awarded for a two-year term and will not be renewable and will not be extended beyond the two-year grant term. Therefore, bidders must demonstrate the ability to sustain the program beyond the two-year grant term.

### **Leveraged Resources:**

Given that grants awarded under this solicitation are non-renewable, start up funds, bidders are required to demonstrate leveraged in-kind or cash contributions to support operations.

## **A.3. Minimum Requirements**

All proposals must address and/or comply with the following minimum requirements. In order to secure the best value and/or to ensure the highest quality services funded, TCP reserves the right to waive or renegotiate any requirements.

### **Population:**

Through this solicitation, TCP seeks to implement services for unaccompanied women, aged 18 years and older, experiencing homelessness in the District of Columbia. For the purposes of this solicitation the terms "woman" and "women" refer to all persons self-identifying as women, including: cisgender women, transgender women, and any other person who self-identifies as a woman.

TCP will accept proposals from bidders who seek to establish programming for a subpopulation within the broader population of women. However, the resources available under this solicitation are finite and intended make services available to the greatest number of women possible without sacrificing the quality of services. Therefore, bidders proposing to serve a subpopulation of women, must provide factual evidence that the supports the need for specialized programming for that subpopulation.

### **Program Types:**

TCP seeks to implement one or more of the following three transitional housing types:

- Trauma Focus
- Mental Health and Addiction Recovery
- Work Beds

Individual bidders are not required to propose to implement each of the three program types. Bidders are encouraged to submit a proposal for the program type(s) for which that they have the greatest experience, expertise, and capacity to operate.

TCP seeks to implement new and innovative programming for the target population. Bidders are encouraged to be creative in the development of their proposed service model(s).

Although, TCP has identified three distinct program types, it will consider proposals that seek to establish a program that blends two or more of the identified program types.

### **Trauma Informed Services:**

Trauma occurs when an individual is exposed directly or indirectly to an overwhelming event or experience that involves a threat to one's physical, emotional, and/or psychological safety. Regardless of age or gender, individuals experiencing homelessness are

## TCP SOLICIATION 4-2017

particularly vulnerable to injury, accident, and assault. For women in particular, the experience of trauma, both before and during episodes of homelessness, is extremely common. The Women's Need's Assessment revealed that a majority of homeless women have experienced severe physical and/or sexual assault during their current episode of homelessness. Combined with mental illness, social isolation, substance use, and the perils of poverty, symptoms of past and present trauma can create barriers and challenges for women and the service providers working with them. Bidders are required to describe their expertise and experience delivering trauma informed services as well as their current programming that might reflect such services.

### **Clinical Services:**

Bidders must ensure that licensed supervision is provided for all clinical staff that provide direct clinical services to women in their programs, and that basic training is provided to all staff. For the purposes of this solicitation "clinical services" means mental health services, substance abuse treatment services, medical services, and victims services. Certifications for licensed supervision includes Licensed Independent Clinical Social Worker (LICSW), masters level Licensed Professional Counselor (LPC), registered nurse, licensed psychologist, Certified Addiction Specialist (CAS), or Certified Addition Counselor (CAC).

### **Providing Services to LGBTQ and Gender Non-Conforming Women:**

TCP is committed to ensuring the safety, dignity, and well-being of all persons served in the CoC. Sexuality, gender expression, gender nonconformity, or the fact that a person is transgender shall not be a barrier to service; neither shall a perceived incongruity between a person's physical body and their gender expression be a barrier to service.

Bidders must demonstrate their plan for ensuring LGBTQ and gender non-conforming women have equal access to the proposed program(s), and how they will ensure the proposed program(s) are safe and inclusive spaces for women in these populations.

### **Program Facilities:**

TCP will not provide facilities to house proposed programs. Bidders will be responsible for providing program facilities. The funding available under this solicitation may be used to help acquire facilities.

### **CAHP Participation:**

Coordinated Assessment and Housing Placement (CAHP) is the standardized access and assessment for all individuals, through a coordinated referral and housing placement process to ensure that people experiencing homelessness receive appropriate assistance with both immediate and long-term housing and service needs.

Bidders must commit to:

- Accepting referrals from the CAHP system.
- Participating in CAHP related trainings, including but not limited to: common assessment tools (VI-SPDAT and Full SPDAT), referrals within the HMIS and corresponding data quality trainings.
- Actively participate in TCP's efforts to fully expand CAHP to the Transitional Housing system for unaccompanied adults.
- Actively participate in the ICH Women's Taskforce and its effort to increase women's access to services via the CAHP system.

### **Additional Requirements:**

- A. Bidders must have and articulate specific experience providing housing, clinical, and/or homeless services to unaccompanied women.
- B. Bidders must have and articulate specific experience providing trauma informed services.
- C. Bidders must have and articulate a plan for ensuring that if funded, the proposed program(s) will be operational within 9 months of award.
- D. Bidders must have and provide documentation of applicable licensure and/or certifications, when proposing to provide clinical services.
- E. Bidders must have and articulate a funding plan to sustain the program beyond the two-year grant term.
- F. Bidders must provide a staffing plan.
- G. Bidders must provide documentation of site control for proposed program site(s) or provide a plan for securing program sites within six months of award.

## TCP SOLICIATION 4-2017

### **A.4. Eligible Organizations, Conflict of Interest, and Limits on Funding to Primary Religious Organizations**

#### **Eligible Organizations:**

Organizations that are incorporated or registered to do business in the District of Columbia, that can provide a DC Department of Consumer Regulatory Affairs (DCRA) Certificate of Good Standing and a DC Office of Tax and Revenue (OTR) Certificate of Good Standing, and that meet the conditions and requirements established by this solicitation are eligible for consideration.

#### **Conflict of Interest:**

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

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

#### **Limits on Funding to Primary Religious Organizations:**

TCP recognizes that primary religious organizations and the faith community are important partners in carrying out the CoC's mission. However, TCP must ensure that that services are provided in a way that is free from religious influence. Therefore, a number of conditions apply to the provisions of funding to organizations that are primarily religious in nature. These provisions generally require that when funded, a religious organization will provide services in accordance with the following principals:

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

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

### **A.5. Pre-Application Meeting**

A pre-application meeting will be held on January 17, 2018, at 10:00 a.m., at 801 Pennsylvania Avenue, SE. Persons or organizations planning to attend should RSVP to [rfp@community-partnership.org](mailto:rfp@community-partnership.org) no later than January 8, 2018, at 5:00 pm. Persons or organizations unable to attend the Pre-Application Meeting, but who wish to be considered for funding under this solicitation must register with TCP, in writing, via email no later than January 17, 2018, at 5:00pm.

TCP will announce a schedule for touring facilities where janitorial services are to be provided following the Pre-Proposal Conference.

### **A.6. Queries and Amendments**

Requests for information about this announcement should be addressed in writing to:

Jose Lucio  
[rfp@community-partnership.org](mailto:rfp@community-partnership.org)

## TCP SOLICITATION 4-2017

No informational visits or phone inquiries regarding this will be allowed. Prospective bidders may address written questions about this solicitation to [rfp@community-partnership.org](mailto:rfp@community-partnership.org). Questions will be accepted from the date the solicitation is released until January 19, 2018, at 5:00 p.m. Written responses will be provided to all registered prospective bidders as an addendum to this solicitation no later than January 22, 2018.

### **A.7. Application Closing Date**

Applications must be submitted electronically no later than February 28, 2018, at 2:00 p.m. Applications received after the closing date and time will not be considered unless they are the only applications received.

### **A.8. Initial Offers and Negotiations**

TCP may negotiate with bidders for the purpose of obtaining the best price, or arriving at a statement of work that is most advantageous to the functioning of the project.

### **A.9. Award Notification**

From the date of notification until the effective date of the award, it shall be the responsibility of the successful applicant to advise TCP of any change in status regarding its ability to comply with the requirements mandated for the fulfillment of the terms of the contract.

### **A.10. Retention of Applications**

All applications will be retained by TCP and will not be returned to the bidders.

### **A.11. Protests**

Any applicant may file a protest in connection with this solicitation addressed to Judith Dobbins, Chair of the Board of Directors of The Community Partnership for the Prevention of Homelessness (TCP), with a copy to Sue Marshall, Executive Director of The Community Partnership for the Prevention of Homelessness, stating the reason for the protest and providing written evidence or documentation. Protests will be acted on by the Board of Directors of TCP within two meetings of the Board following receipt of the protest. Decision of the Board of Directors shall be final. Protests should be addressed in writing to:

Judith Dobbins, Board Chair  
cc: Sue Marshall, Executive Director  
The Community Partnership for the Prevention of Homelessness  
801 Pennsylvania Avenue, SE  
Suite 360  
Washington, DC 20009

## **SECTION B: APPLICATION PREPARATION AND SUBMISSION**

### **B.1. Application Submission**

Applications must be sent via email and received by the closing date and time to [rfp@community-partnership.org](mailto:rfp@community-partnership.org)

### **B.2. Application Style**

All applications must be submitted as a Word document or Portable Document Format (PDF) file electronically via email attachment. Each application will have numbered pages, with type not less than 12 points and double line spacing.

PDF, Facsimile and hard copy applications **will not** be accepted. Unnecessarily elaborate applications beyond the information needed to present a complete and effective response to this solicitation are not desired.

### **B.3. Application Form and Content**

Addendum 1 provides instructions regarding the format and required contents of the response to this SOLICITATION.

### **B.4. Confidential/Proprietary Information in Application**

## TCP SOLICIATION 4-2017

Bidders must specifically identify those portions of their applications deemed to be confidential, proprietary information or trade secrets, which should not be disclosed by TCP. Such confidential/proprietary information must be easily separable from the non-confidential sections of the application.

### SECTION C: REQUIREMENTS

#### **C.1. Organizational Experience**

##### **Organizational and Background Information:**

State the full name and address of your organization and, if applicable, the branch office or other subordinate elements that will perform, or assist in performing, the work. Indicate whether it operates as an individual, partnership, or corporation; if as a corporation, include the jurisdiction in which it is incorporated. Provide the following information: Year Company /Organization was established. Is your company / organization a subsidiary of another company / organization - If yes, information should be included for both parent and subsidiary. Current Number of Company Employees. Provide evidence of your financial strength and ability to manage accounts relative to the size and scope you are bidding – examples may include recent annual reports, income statement, balance statement, and/or equivalent information (independent statement of net worth)

##### **Prior Experience:**

Bidders must indicate relevant experience that demonstrates the ability to successfully manage a contract for the services defined by this solicitation. Include sufficient detail to demonstrate the relevance of this experience to the size and scope of the locations that you are bidding. Proposals submitted should include, in this section, descriptions of at least one qualifying relevant experience to include project/client descriptions, costs, and starting and completion dates of projects/contracts successfully completed. Bidders must provide references and supporting data on successful outcomes and service delivery.

#### **C.2. Scope of Work and Work Plan**

Bidders must propose a scope of work that demonstrates how the proposed programing and services will be provided in accordance with the requirements of this solicitation.

#### **C.3. Staffing Plan**

All bidders must provide a staffing plan that addresses to how they will deliver services in a manner that is consistent with the requirements of this solicitation. The staffing plan should include:

- Before Job Placement: Explain the type of training that is provided to the employees prior to placing them on the job assignment;
- On the Job Training (OJT): Provide the duration of the training, what the training consists of, the credentials/qualifications of the instructor, etc.; and
- On-Going Training: Provide any on-going training that your company provides to employees; (i.e. weekly, quarterly, semi-annual training, attendance to seminars, certifications held, etc.).

#### **C.4. Budget and Budget Narrative**

##### **Budget:**

Projects will submit a detailed project budget, using the Excel forms provided with this RFP. The budget must indicate the total funding required for the project and denote the itemized costs which are being requested. There are two budget sheets, one for operating costs and one for personnel costs. Ensure the budget includes line items for ALL of the minimum required services described in the RFP.

##### **Budget Narrative:**

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

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

## TCP SOLICITATION 4-2017

### **Audit:**

Bidders must submit their most recent Certified Audited Financial Statement.

### **C.5. HMIS and Reporting Requirements**

#### **HMIS Requirements:**

Awardees shall use the Homeless Management Information System (HMIS) to document demographic information and case planning in the HMIS.

#### **Reporting Requirements:**

- Awardees shall capture all client level data necessary for the completion of the annual Point in Time (PIT) Enumeration in the HMIS.
- Awardees shall capture all client level data necessary for the completion of the Annual Homeless Assessment Report (AHAR) to the US Congress.
- Awardees shall participate in the Women's Needs Assessment.
- Awardees shall participate in the annual Homeless Youth Census (HYC).
- Awardees shall capture all client level data necessary for the completion of the System Performance Measures Report (SPM) to HUD as per the McKinney-Vento Homeless Assistance Act.
- Awardees shall provide data needed to complete the Weekly Occupancy Report by COB each Friday which includes: program capacity, program vacancies, units/beds held for placement, units/beds that are "offline", number of enrollments, number of exits, number of exits to "positive" destinations.
- Awardees shall report the death of a client being served under this contract to TCP within twenty-four hours in accordance with the procedures established by the Department of Human Services. This procedure include reporting a death in writing within twenty-four (24) hours of the incident.
- Client Satisfaction Surveys: Awardees must ensure participants of the program funded by this contract have the opportunity to provide input about their satisfaction with the program's services. During the term of this contract, awardess must administer, twice annually, anonymous "Client Satisfaction Surveys" which allows program participants to provide comments and feedback on the program. Results from the first survey shall be submitted to TCP on or before February 11th. The second survey results shall be submitted on or before August 11th.

### **C.6. Monitoring and Evaluation**

The provider will be monitored and evaluated by TCP according to its scope of work and performance objective which will be an integral part of its awarded contract. TCP will at all times have access to the work being performed under the contract, wherever it may be in progress. TCP will review program data, observe program operations, interview staff and participants, examine program and financial records regarding the contract, and review records regarding volunteer hours, in-kind contributions, or cash resources which the applicant has declared as part of their match for accomplishing program objectives.

## **SECTION D: OTHER TERMS AND CONDITIONS**

Any contract resulting from this solicitation shall be subject to the following terms and conditions:

### **D.1. Audits**

The successful applicant will be expected to maintain complete and accurate records substantiating all actual expenditures and leaving a clear audit trail to the point of origin. At any time during the period of the grant or for three years thereafter, TCP and/or the Government of District of Columbia may have the applicant's financial and program records audited. Any contract payments found not to have been spent on agreed upon and allowable program purposes shall be returned to TCP. TCP will also require that all successful bidders have an annual independent audit of their contract-related program conducted, and its pricing limits assume that this administrative cost will be part of the project's budget.

The Applicant must provide in its responses to this solicitation a copy of its most recent financial audit.

### **D.2. Insurance**

## TCP SOLICITATION 4-2017

The standard insurance provisions required by the District of Columbia Department of Human Services contracts will be applicable to this contract:

1. The awardee, at its expense, shall obtain the minimum insurance coverage set forth below prior to award of the Contract and keep such insurance in force throughout the contract period. A Certificate of Insurance naming "The Community Partnership for the Prevention of Homelessness 801 Pennsylvania Ave SE, Suite 360, Washington, DC 20003" as an additional insured for all coverage except automobile and worker's compensation and proof of current insurance coverage for any coverage not listed on the certificate shall be forwarded to TCP at the time of contract execution.
2. The awardee shall carry general liability coverage of up to one million dollars (\$1,000,000).
3. The awardee shall carry Umbrella/Excess Liability with a five million dollar (\$5,000,000) limit per occurrence.
4. If the awardee uses any vehicles in connection with this contract, the awardee shall carry automobile liability insurance written on the comprehensive form of policy. The policy shall provide for bodily injury and property liability covering the operation of all automobiles. Policies covering automobiles shall provide coverage of up to two hundred thousand dollars (\$200,000) per person and five hundred thousand (\$500,000) per occurrence for bodily injury and twenty thousand dollars (\$20,000) per occurrence for property damage.
5. If the awardee shall carry Workers' Compensation insurance, including employer's liability coverage, covering all of its employees employed upon the premises and in connection with its other operations pertaining to this Contract, and shall comply at all times with the provisions of the Workers' Compensation laws of the District or other state if the Contract work is performed outside of the District of Columbia. The policy shall provide for one hundred thousand (\$100,000) per accident for injury, one hundred thousand (\$100,000) per employee for disease with a five hundred thousand (\$500,000) policy limit for disease.
6. When the awardee's scope of work includes the provision of professional case management services, the awardee shall carry Professional Liability Insurance of \$1,000,000 per claim.
7. All insurance provided by the awardee as required by this section, except comprehensive automobile liability and Workers' Compensation insurance, shall set forth TCP as an additional insured. All insurance shall be written with responsible companies licensed by the District's regulatory agency (DCRA) to do business in the District. The policies of insurance shall provide for up to thirty (30) days written notice to TCP prior to their termination or material alteration.
8. At its option, the awardee may maintain the above stated minimum levels of insurance through a self-insurance plan. Should this option be exercised, the awardee is relieved of responsibility to comply with Article XII, Item 6 however the awardee must certify in writing to TCP at the time of contract execution that coverage is maintained through a self-insurance plan.

### **D.3. Compliance with Tax Obligations**

Prior to receipt of a contract as a result of this solicitation, a successful applicant must be in compliance with District and Federal tax requirements. Appropriate documentation of these facts from the District Department of Consumer and Regulatory Affairs must be provided when requested by TCP.

## **SECTION E: EVALUATION CRITERIA**

### **E.1 Scoring and Competitive Range**

The factors for rating and ranking applications and the points for each factor are provided below. The points in the evaluation criteria outlined below will provide a scoring system to be used in making recommendations for awards to the Executive Director of TCP. A total maximum of 150 points is possible. Only bidders with a total score of at least 100 points, who received at least 35 points for the Minimum Requirements will be considered to be in the competitive range for contract awards.

Interviews may be scheduled to clarify proposals. Negotiations with qualified bidders with respect to program size, location, or cost may precede contract award decisions, at TCP's discretion.

### **E.2 Specific Criteria and Points**

- A. Minimum Requirements (identified in section A.3) (50 points)
- B. Organizational and Background Information (15 points)
- C. Scope of Work & Work Plan (35 points)
- D. Staffing Plan (35 points)
- E. Budget, Budget Narrative, and Audit (15 points)

**TCP SOLICITATION 4-2017**

**SECTION F: INSTRUCTIONS FOR APPLICATION AND FORMAT FOR RESPONDING TO TCP SOLICITATION 4-2017**

These instructions contain the required content and format for agencies to submit an application for funding under **SOLICITATION TCP 4-2017**. Bidders must adhere to the form outlined in these instructions, including page limitations, in order for their application to be reviewed for funding. All narratives should be formatted as described below within the given page limits.

Narratives and other attachments to your application must follow the following format guidelines:

- Page Size: 8.5" x 11"
- Margins: one-inch all around
- Font: Arial
- Font (regular text): 11 point
- Font size/style for headings: 16 point, Bold. (subheadings - 11 point, Bold.)
- Spacing: Double-spaced
- Headers: Left-justified - indicate the rating factor or executive summary.
- Footers: Left-justified - name of applicant. Right-justified - page number out of total pages. (ex. Page 1 of 3)
- Narrative may not exceed 20 pages (this limitation does not include attachments).

**F.1 Authorization for Application and Summary Information (Maximum 2 pages)**

- A. Date the application is submitted to TCP.
- B. Name and business address of the organization(s); include both the full legal name of the organization and its commonly used name, if different.
- C. Provide phone number and facsimile number (if any) of the organization applying.
- D. Provide contact person of the organization applying, include their phone number.
- E. State the total annual budget of the organization(s) and fiscal year used for accounting.
- F. State the total budget for the work proposed in this application, including both cash and in-kind and volunteer resources to be applied to this work.
- G. State the total funding requested by this application.
- H. Include the organization's Federal tax identification (EIN) number.
- I. At the end of this section provide a signature of the person in the organization with authority to contract.

**SECTION G: Documents Incorporated**

The following documents are incorporated and made part of this solicitation:

- A. TCP's Policy on Serving Transgender and Gender Non-Conforming Clients
- B. CoC CAHP Manual
- C. HMIS Data Standards and Standard Operating Procedures

.....

Attachments:

1. Budget Forms
2. Contract Deliverables