



Homeless Initiative Program

SOLICITATION FOR OFFERS (SFO)

State Fiscal Year 2024

FOR MORE INFORMATION CONTACT:

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TANF Initiatives Programs

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225.342.0862

MAIL OR DELIVER COMPLETED APPLICATION TO:

Louisiana Department of Children and Family

Homeless Initiative Program

Attn: Christina M. Barras

627 N. Fourth St. – Iberville Building – 5-305

Baton Rouge, LA 70802

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GENERAL INFORMATION

The Louisiana Department of Children and Family Services (DCFS) is an administrative department within the executive branch of state government. The vision of DCFS is working to keep children safe, helping individuals and families become self-sufficient, and providing safe refuge during disasters. DCFS is the department charged with administering TANF funded initiatives including the Homelessness Initiative. TANF Homeless Initiative programs meets TANF goal one, providing assistance to needy families so children may be cared for in their home or in the homes of relatives.

The Homeless Initiative is established to end the cycle of homelessness in Louisiana by stabilizing homeless families, aiding these needy families in establishing permanent housing, and becoming self-sufficient. By implementing this initiative, the State seeks to:

- o Reduce the number of families living on the streets from year to year;
- o Increase the number of families moving into permanent housing;
- o Reduce the number of families residing in homeless shelter and receiving services;
- o Reduce the number of days families are homeless; and
- o Reduce the rate of recidivism.

The Executive Budget for the State of Louisiana for Fiscal Year 2023-2024 provides funding through Temporary Assistance for Needy Families (TANF). All funding and awards are subject to appropriation.

This solicitation provides for the distribution of TANF funds.

DESCRIPTION

DCFS is requesting responses from qualified entities to end the cycle of homelessness in Louisiana by stabilizing homeless families and aiding families establish permanent housing. The State's goal is to help homeless families reach their highest level of self-sufficiency and move to permanent independent living.

DCFS promotes a "Housing First" approach to ending homelessness for families within the state of Louisiana. This approach is based on two principles:

- o The best way to end homelessness is to prevent individuals from becoming homeless and therefore move families into permanent housing as quickly as possible.
- o Provide services to help families stay housed, link them to services and long-term supports, and prevent a recurrence.

Task and Services

The Responder must develop and administer a Homelessness Initiative Program for homeless families or families at risk of becoming homeless based on a "Housing First" approach. The Responder must provide core services including, but not limited to, comprehensive case management, educational and employment opportunities for adult participants, community referrals, life skills modules, and housing options to end the cycle of homelessness in Louisiana. Direct services are provided in response to an episode of need or a specific crisis situation such as, but not limited to, food, clothing, and shelter assistance. This emergency response is limited to four months per episode. A family is limited to a maximum of two episodes per calendar year. Episodes may not be back-to-back and there must be a minimum break of sixty days between episodes. The response includes providing services to help families stay housed, link them to services and long-term supports, preventing a recurrence.

The Responder's TANF Initiative Homeless program must address TANF goal one to provide assistance to needy families so that children may be cared for in their own homes or in the homes of relatives.

Deliverables

The Responder must provide Core Services that:

- Reduce the number of families found on the streets from year to year;
- Increase the number of families who have moved into permanent housing;
- Reduce the number of families in homeless shelter services;
- Reduce the number of days families are homeless; and
- Reduce the rate of recidivism.

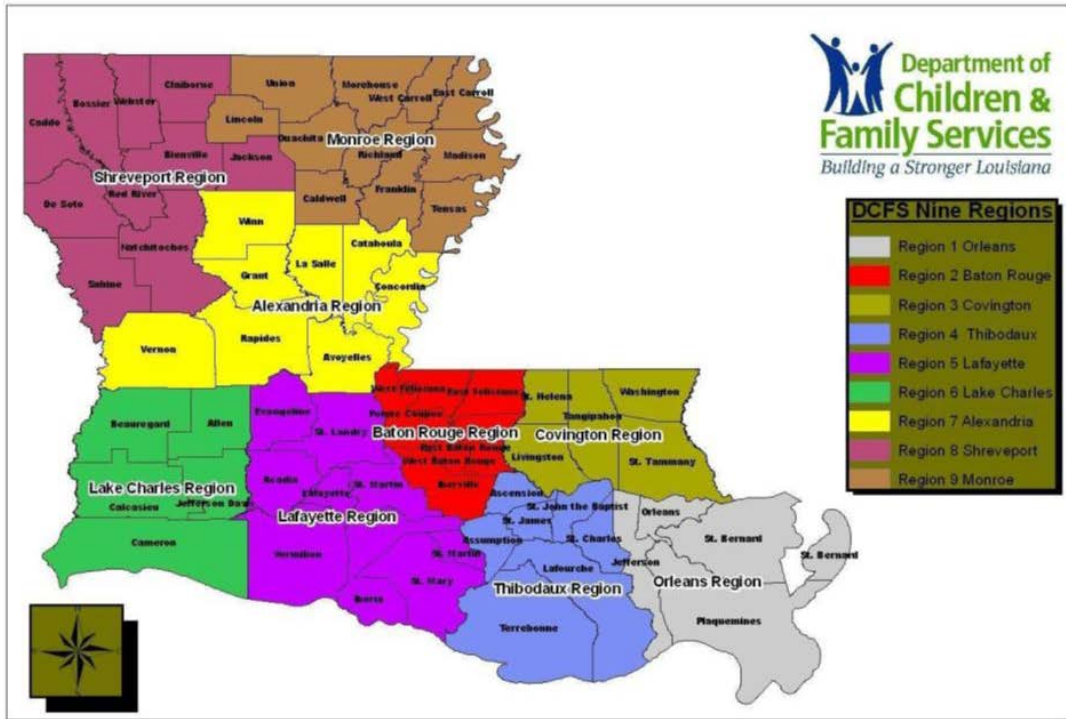
The responder must provide support services including referrals for other services for the needy family. The provided supportive services must relate to one or more of the five core services.

The responder must serve needy families through this initiative. A needy family is defined as a family consisting of a minor child(ren) with custodial parent(s) or caretaker relative(s) with any member receiving:

- Family Independence Temporary Assistance Program (FITAP) grant;
- Kinship Care Subsidy Program (KCSP) grant;
- Supplemental Nutrition Assistance Program (SNAP) benefit;
- Child Care Assistance Program (CCAP) services;
- Title IV-E Medicaid;
- Louisiana Children's Health Insurance Program (LaCHIP) benefits;
- Supplemental Security Income (SSI); or
Earned income at or below 200 percent of the federal poverty level.

Service Delivery Areas

These services are to be accomplished by the use of regional coverage as defined by DCFS. The following are the DCFS regions:



The Responder must identify the areas that they will serve whether state-wide or specific DCFS regions. The coverage area must be indicated on the **SFO Application**. The response should:

- Describe the general characteristics of the homeless population in the selected service delivery area (region(s) or statewide).
- Describe the demographics and economics of the selected area.
- Estimate or provide evidence of the number of homeless families in need of assistance and estimate the number of homeless families to be served by this program; and
- Describe how services will be targeted to high-risk areas within the selected area.

Project Requirements

The services provided by the Responder shall be under the control, management, and supervision of the Responder unless otherwise stated. The Responder must have a sound business management capability.

The Responder is responsible for program operation services and client services. Program operation services are those services and functions associated with the development and operation of the overall program, including administrative costs. Client services are services directly provided to clients. The Responder provides the program operation services and provide the client services or subcontract with other providers.

Program Operation Services/Administrative

Administrative and program support services necessary for the efficient and accountable operation for the area served, shall include, but not limited to:

- Financial management and controls;
- Program policy and procedure;
- Provider network development;
- Provider payment;
- Customer satisfaction and complaint management;
- Quality assurance of services; and
- Services that enhance the utilization and effectiveness of the service array.

CLIENT CONFIDENTIALITY

DCFS funded programs must establish and implement policies and protocols for maintaining the confidentiality of records pertaining to any individual provided services to ensure the safety of all clients. Individual identifiers of client records must not be used by the grantees or sub grantees when providing statistical data on program activities and program services.

In the grantee Performance Progress Report (PPR), grantees and sub grantees must collect unduplicated data from each program. No client-level data is to be shared with a third party, regardless of encryption, hashing, or other data security measures, without a written, time-limited release. The confidentiality of records pertaining to any individual provided homeless services by any DCFS supported program will be strictly maintained.

COORDINATED AND ACCESSIBLE SERVICES

It is essential community service providers, including those serving or representing underserved communities, are involved in the design and improvement of intervention and prevention activities. Coordination and collaboration among housing and homeless services providers; community based, culturally specific, and faith based services providers; and Federal, State, and local public officials and agencies is needed to provide responsive and effective services to the target population.

The Department of Children and Family Services requires grantees receiving TANF funds under this announcement collaborate with providers, law enforcement, faith based organizations, tribes, tribal organizations, service providers, and community based organizations to address the needs of the homeless population, and for those who are members of racial and ethnic minority populations and underserved populations to promote an effective response to homelessness,.

DEFINITIONS

Agency	Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.
CCAP	Child Care Assistance Program. Assistance for low income working families.
Contractor	Any person having a contract with a governmental body; the selected Proposer.
Discussions	For the purposes of this SFO, a formal, structured means of conducting written or oral communications/presentations with responsible Proposers who submit proposals in response to this SFO
DOA	Division of Administration
FITAP	Family Independence Temporary Assistance Program. Louisiana's TANF funded cash assistance program for low income families.
KCSP	Kinship Care Subsidy Program. Louisiana's TANF funded cash assistance program for low income families where the child's caretaker is a qualified relative other than a parent.
LaChip	Louisiana Children's Health Insurance Program
May and Can	The terms "may" and "can" denote an advisory or permissible action.
Must	The term "must" denotes mandatory requirements.
OSP	Office of State Procurement
Proposal	The formal written response to this RFP.
Responder	A firm or individual who responds to this RFP.
SFO	Solicitation for Offers

Shall and Will	The terms “shall” and “will” denote mandatory requirements.
Should	The term “should” denotes a desirable action.
SNAP	Supplemental Nutrition Assistance Program.
SSI	Supplemental Security Income
State	The State of Louisiana.
Title IV-E Medicaid	Health care program for low income families.

GENERAL REQUIREMENTS

Respondents to this Solicitation must submit an original application and three copies to the Department of Children and Family Services, Homelessness Initiative Program on or before the **deadline of September 15, 2023 at 4:00pm**. The Department of Children and Family Services Homelessness Initiative Program, will adhere to the following schedule:

FISCAL YEAR 2024 SCHEDULE	
August 15, 2023	Distribution of Solicitation for Offers
September 15, 2023	<u>Completed Applications Due</u>
September 29, 2023	Review & Evaluations
October 6, 2023	Award notices sent out
November 1, 2023	Contracts begin

MAXIMUM FUNDS

The estimated allocation of TANF, and State General funds (if appropriated) is based on the Executive Budget presented to the Louisiana Legislature in the 2023 fiscal year and is subject to change pending final legislative approval.

Awards will be made based on a program’s status as an “Eligible Program” and other features that characterize its services and program operations. The Department of Children and Family Services, *Homelessness Initiative Program* is the final authority on determining a program’s status or characterization.

If a contractor has a due and outstanding evaluation report or a due and outstanding audit at the time of award, the contractor shall be deemed not in good standing with the Department, meaning that a new contract will not be entered into with the contractor until such time as the outstanding report or audit is cleared.

In accordance with R.S 39:1624(A)(10), the Louisiana Department of Revenue shall determine that the prospective contractor is current in filing of all applicable tax returns and reports and in payment of taxes, interest, penalties, and fees owed to the state and collected by the Department of Revenue and shall provide a tax clearance prior to the approval of a contract. If an applicant is unable to be cleared by the Department of Revenue, the applicant shall be deemed not in good standing with the Department and the application will be rejected.

Grant specifications and minimum and maximum awards may be revised at the Department's discretion as it pertains to the consideration of an individual applicant's needs, total program funding requests, and available funding. DCFS reserves the right to negotiate the final grant amounts, component projects, and local match with all applicants to ensure judicious use of program funds.

NOTICE: NO EXPENDITURE AUTHORITY OR FUNDING OBLIGATIONS SHALL BE IMPLIED BASED ON THE INFORMATION IN THIS SOLICITATION FOR OFFERS AND THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES IS UNDER NO LEGAL REQUIREMENT TO EXECUTE A CONTRACT ON THE BASIS OF THIS SOLICITATION.

GRANT PERIOD

This Solicitation for Offers is an application for one year of grant funds for contracted services, (FY 2024). The annual grant period begins July 1, 2023 and continues through June 30, 2024. The State has the option to enter into contract extensions not to exceed an additional 24 months. Any extension shall be with the concurrence of the contractor and all appropriate approvals. In no event shall the term of the contract be for a period of more than 36 months.

DATA COLLECTION AND OUTCOME MEASURES

Grantees are required to use standardized reporting mechanisms to facilitate the collection of uniform, aggregate data on DCFS and TANF supported program services and client outcomes. The performance report includes funding, volunteers, narrative questions, people served, demographics, residential services, related services and assistance, advocacy, awareness, community education and public awareness, and outcome data. Reports are due monthly using the DCFS standardized format. Annual reports are due November 1 of each calendar year for the federal October 1 - September 30 reporting period.

Performance Measures

The Responder will be required to report monthly performance data via a monitoring web-based data tool established by DCFS. Monthly performance measures are listed below:

- Number of "at risk" families accepted.
 - Imminent: individuals/families who will lose their housing within 30 days
- Number of "at risk" families accepted that have permanent housing.
- Number of homeless families accepted.
 - Episodic: Individuals/families who are currently homeless and have had three or more episodes of homelessness in the past year.
 - Chronic: Individuals/families who are currently homeless and have been homeless for 180 days (6months) or more in the past year
 - Temporary: Individuals/families who are without a home for a short amount of time. May be a result of a disaster or personal or economic situation.
- Number of homeless families accepted that have permanent housing.
- Number of families in emergency or transitional housing.
- Number of families in emergency or transitional housing that have permanent housing
- Number of families actively engaged and participating in a program or services
- Number of families discharged from the program upon completion of a specific program or services.
- Total number of families obtaining permanent housing.

Contract Performance Indicators	Annual Target	Actual	Target Met (Y/N)
Number of “at risk” families accepted			
Number of “at risk” families accepted that have permanent housing			
Number of homeless families accepted			
Number of homeless families accepted that have permanent housing			
Number of families in emergency or transitional housing			
Number of families in emergency or transitional housing that have permanent housing			
Number of families actively engaged and participating in a program or services			
Number of families discharged from the program upon completion of a specific program or services			
Total number of families obtaining permanent housing			

Homeless Logic Model

Input	Process	Output	Outcomes
<p>Individuals/families who experience the various types of homelessness: imminent chronic, episodic, temporary</p> <p>(Imminent: individuals /families who will lose their housing within 30 days)</p> <p>(chronic: Individuals/families who are currently homeless and have been homeless for 180 days (6 months) or more in the past year)</p> <p>(episodic: Individuals/families who are currently homeless, and have had three or more</p>	<p>Identify homeless families (by type)</p> <p>Identify families in emergency or transitional housing</p> <p>Provide outreach that facilitates access to culturally-appropriate integrated income, housing, education, health and social services and supports.</p> <p>Identify families actively engaged and participating in a program or service.</p> <p>Identify families</p>	<p>Number of homeless family cases (by type)</p> <p>Number of families in emergency or transitional housing</p> <p>Number of individuals who obtained new employment; enrolled in or completed education or training</p> <p>Number of families that are actively engaged and participating in a program or service.</p> <p>Number of families</p>	<p>Successful tenancies / Housing Stability</p> <p>Improved individual health and well being</p> <p>Reduced number of families living on the streets from year to year</p> <p>Reduced amount of recidivism</p> <p>Reduced number of families in homeless shelter services</p>

<p>episodes of homelessness in the past year) (temporary: individuals/families who are without a home for a short amount of time. May be a result of a disaster or personal or economic situation) (emergency and transitional individuals and families in emergency or transitional locations)</p>	<p>discharged from a service program upon completion of a specific program or service and have obtained permanent housing</p>	<p>discharged from a service program upon completion of a specific program or service and have obtained permanent housing</p>	
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REPORTING REQUIREMENTS

Performance Reports

Grantees are required to submit an annual performance plan and report (PPR) to DCFS describing the activities carried out and an assessment of the effectiveness of those activities in achieving the purposes of the grant. Further guidance regarding the assessment requirement is included in the PPR. A section of this performance report must be completed by each grantee or sub grantee that provided program services and activities. Grantee PPRs will be compiled by the State into a comprehensive report for federal submission. Each grantee or sub grantee will be provided with a copy of the required PPR for completion.

MATCH REQUIREMENT

Grantees shall be required to secure matching funds of fifteen percent (15%) of the grantee’s contract amount. Such matching funds may be in the form of cash, certified expenditures, or in-kind contributions. Matching funds must be derived from *unduplicated sources* other than the program or other federal funding and be provided after the date of the grant award to the recipient. *Funds used to match a previous DCFS, federal, or other grant award may not be used to match a subsequent grant.* Match details must be included in the final grant budget. Grantees will be required to submit a letter to DCFS indicating that the grantee confirms the match requirement.

FUNDING RESTRICTIONS

The following are not allowable costs:

- Late payment fees;
- Medical bills (including prescribed and over the counter medication costs);

- Fundraising (including time or processing costs incurred in applying for or administering grant funds. Also includes time spent fundraising, advertising for fundraisers, and resources purchased for fundraising events.);
- Purchase of real property is not an allowable activity or expenditure; and
- Provision of food and drink at meetings and conferences.
- Money paid directly to the client.

REVIEW & EVALUATION

Responders must mail or deliver an ORIGINAL application with all attachments and three copies to Christina Barras, Program Manager, 627 North Fourth Street Iberville Building, Room 5-305, Baton Rouge, LA 70802. Applications will be reviewed by members of DCFS and documents on file in the Department of Children and Family Services Homelessness Initiative Program may be made available to the Fiscal Year 2024 Review and Evaluation Team to help inform its decision making process. The Department of Children and Family Services is the final authority on funding determinations.

Applications must be submitted with the attachments stated in this Solicitation.

All applications must be complete. Any application not containing all information required in this SFO will not be considered for funding.

*All applications are due on or before: **September 15, 2023 at 4 pm to Christina Barras, Program Manager.***

Applications not received by the deadline will not be considered for funding.

STATED CRITERIA FOR ELIGIBILITY

Eligible programs are those that have experience working in homeless programmatic services and provide all of the following homeless core services:

- *24-hour emergency shelter or shelter referral*
- *Education and training*
- *Outreach and community education*
- *Advocacy*
- *Referrals and Information*

Eligible programs durable qualifications:

It is desirable that Responders should meet the following qualifications prior to the deadline for receipt of proposals.

The Proposer should have at least two years of previous experience in providing services for homeless families or for families at risk of becoming homeless. Services should have included comprehensive case management, education and employment opportunities for adult family members, community referrals, life skills modules, and housing options

ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Sub awards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpo.gov>. An application funded with the release of Federal funds through a grant award, does not constitute or imply compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the [Health and Human Services] Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to completely separate the presentation of any program with religious content from the presentation of the federally funded program by time or location *in such a way that it is clear that the two programs are separate and distinct*. If separating the two programs by time but presenting them in the same location, one program must *completely* end before the other program begins. A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of

HHS funded activities. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against federal funding of inherently religious activities, "Understanding the Regulations Related to the Faith-Based and Neighborhood Partnerships Initiative" are available at <http://www.hhs.gov/partnerships/about/regulations/>. Additional information, resources, and tools for faith-based organizations are available through The Center for Faith-based and Neighborhood Partnerships website at <http://www.hhs.gov/partnerships/index.html>.

Requirements for Drug-Free Workplace: The Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.) requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. By signing the application, the Authorizing Official agrees that the grantee will provide a drug-free workplace and will comply with the requirement to notify ACF if an employee is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. Government wide requirements for Drug-Free Workplace for Financial Assistance are found in 2 CFR Part 182; HHS implementing regulations are set forth in 2 CFR Part 382.400. All recipients of ACF grant funds must comply with the requirements in Subpart B - Requirements for Recipients Other Than Individuals, 2 CFR Part 382.225.

Debarment and Suspension: HHS regulations published in 2 CFR Part 376 implement the government-wide debarment and suspension system guidance (2 CFR Part 180) for HHS' non-procurement programs and activities. "Non-procurement transactions" include, among other things, grants, cooperative agreements, scholarships, fellowships, and loans. ACF implements the HHS Debarment and Suspension regulations as a term and condition of award.

Pro-Children Act: The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

APPLICATION REQUIREMENTS

Content of Application Submission

The attached application (Exhibit A) must be used in response to the Solicitation for Offers. The completed application must be submitted by the Chief Executive Officer, Executive Director, President of the Board, or other authorized representatives of the organization. The application must include the required documentation. An original signed application with three copies must be submitted to the Department of Children and Family Services by the deadline stated in the Solicitation for Offers.

Section 1: Data Sheet: The name and complete address of the agency; the name and contact information for the official designated as responsible for the administration of program and activities relating to homelessness that are carried out and for coordination of related programs within the agency; the name and contact information for a contact person if different from the designated official; agency Federal Tax ID number; agency Louisiana Department of Revenue Account number; name of parish or parishes applying to serve; funding amount requested; and signature of designated official.

Section 2: Service Delivery Area(s): Indicate the parish or parishes the applicant is applying to serve. Include a description of how the applicant plans to use the grant funds with a description of the target populations.

Section 3: Provision of Services: Describe residential, nonresidential, and outreach efforts for each service delivery area.

Section 4: Trauma-Informed Care Interaction: Describe how trauma-informed services are provided to families experiencing homelessness.

Section 5: Underserved Populations: Describe plans for meeting the needs of the underserved populations located in the service delivery area(s).

Section 6: Match Requirement: Describe how applicant will secure the required fifteen percent (15%) matching funds of the contract amount.

Section 7: Confidentiality of Records: Provide complete documentation of policies, procedures, and protocols that ensure the confidentiality of records pertaining to any individual provided services by any DCFS supported program will be maintained and that the address or location of any DCFS supported shelter will not be made public without the written authorization of the person or persons responsible for the operation of such shelter.

Section 8: Certification Documentation: The following documentations certifying the status of the applicant must be included with the grant application:

- a) A copy of a currently valid 501(c)(3) certification letter from the IRS stating private, nonprofit status or a copy of the applicant's listing in the IRS' most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS code.
- b) Certification from Louisiana's Secretary of State documenting good standing.
- c) A list of the grantee's current Board of Directors, with each individual's organizational affiliation and the Chairperson identified.

Section 9: Assurances of Compliance with Grant Requirements (also see attached Appendix A): Signed copy certifying the applicant's agreement to comply with all the assurances listed.

Section 10: Certification Regarding Lobbying (also see attached Appendix B): Signed copy certifying the applicant will not use Federal or State funds to engage in any lobbying activities.

Section 11: Budget Summary Worksheet (Exhibit B - Budget): A detailed worksheet as specified in the SFO.

Section 12: Organizational Chart and Position Descriptions: A current organizational chart with position descriptions. If an applicant is a member of an umbrella agency, the applicant should submit both the umbrella and the program organizational chart. Position Descriptions must be submitted for the applicant organization only.

Section 13: Board Resolution: Documentation indicating that the Board has reviewed the Louisiana Family Violence Quality Assurance Standards and the application submitted under this SFO has been reviewed and approved by a quorum of the Board members. This document must be signed and dated by the President, Chairperson, or Secretary of the governing Board.

SUBCONTRACTING INFORMATION

The State shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the SFO and proposal. This general requirement notwithstanding, applicant may enter into subcontractor arrangements. However, the prime contractor must acknowledge in their proposals total responsibility for the entire contract.

If the applicant intends to subcontract for portions of the work, the applicant must identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. The prime contractor shall be the single point of contact for all subcontract work. Subcontractors must meet the same standards as the prime contractor.

Unless provided for in the contract with the State, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

BUDGET

The Budget for the Family Violence Prevention and Intervention Program requires a completed Exhibit B - Budget. This budget must include annual salaries, percentage of time allocated to the program, and other detailed information. The actual budget must be specific to the individual program.

Guidelines:

1. The attached Exhibit B - Budget is the form that is to be used for developing the program budget.
2. The budget must represent the first year grant period from July 1, 2023 through June 30, 2024.
3. Categories for Homelessness Programs include: Salaries, Fringe Benefits, Travel Expenses, Operating Expenses, Supplies, Professional, Other Charges, Equipment, and Indirect Cost. (Travel expenses included in the budget must adhere to current travel regulations (PPM 49) which can be found at <https://wwwprd.doa.louisiana.gov/osp/travel/travelpolicy.htm>.)
4. Line item costs must identify specific details on how a cost was determined.
5. All Homelessness contracts require a fifteen percent (15%) match by the grantee. The final contract budget will require the grantee to identify matching funding sources. It is recommended to identify matching sources in the application budget.

CERTIFICATIONS

Each application must have an attached, signed copy of the required certifications found in the Appendices as follows:

Certification Regarding Lobbying (See Exhibit A Section B)

Applicants must furnish an executed copy of the *Certification Regarding Lobbying*, prior to the award of the grant.

Standard Form (SF) - LLL Disclosure of Lobbying Activities

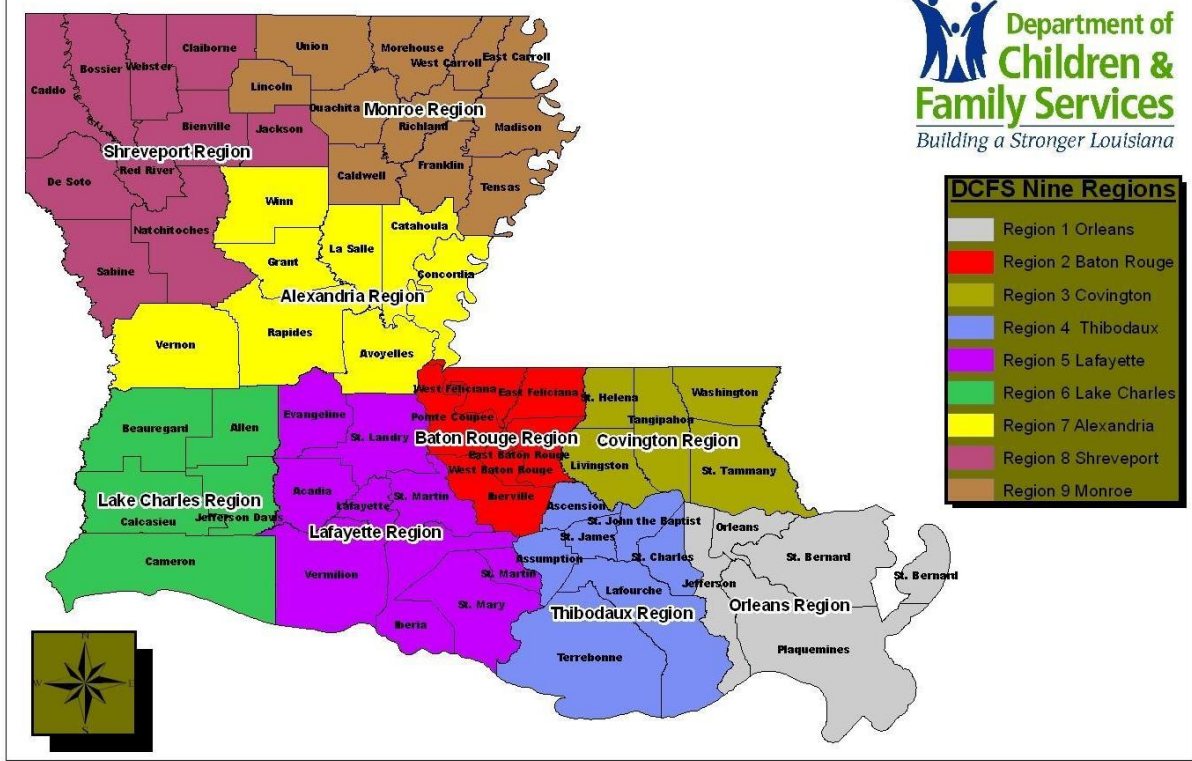
The filing of this form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action.

This disclosure form must be completed and filed by the reporting entity, whether sub awardees or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. § 1352.

SERVICE DELIVERY

Applicants must indicate the parish or parishes that they will serve. See the chart of regional breakdowns below.

Region #	Region Name	Parish	
1	Orleans	Jefferson Orleans	Plaquemines St. Bernard
2	Baton Rouge	E. Baton Rouge East Feliciana Iberville	Pointe Coupee West Baton Rouge West Feliciana
3	Covington	Livingston St. Helena	Tangipahoa Washington St. Tammany
4	Thibodaux	Ascension Assumption Lafourche	St. James St. John Terrebonne St. Charles
5	Lafayette	Acadia Evangeline Iberia Lafayette	St. Landry St. Martin St. Mary Vermilion
6	Lake Charles	Allen Beauregard	Cameron Jefferson Davis Calcasieu
7	Alexandria	Avoyelles Catahoula Concordia Grant	LaSalle Rapides Vernon Winn
8	Shreveport	Bienville Bossier Caddo Claiborne DeSoto	Jackson Natchitoches Red River Sabine Webster
9	Monroe	Caldwell East Carroll Franklin Lincoln Madison	Ouachita Richland Tensas Union West Carroll Morehouse
Totals:			



CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Solicitation For Offers (SFO).

OFFICIAL CONTACT. The State requests that the Responder designate one person to receive all documents and the method in which the documents are best delivered. The Responder should identify the Contact name and fill in the information below: (Print Clearly)

A. Official Contact Name:

B. E-mail Address:

C. Facsimile Number with area code: ()

D. US Mail Address:

Responder shall certify that the above information is true and shall grant permission to the State or Agencies to contact the above named person or otherwise verify the information provided.

By its submission of this SFO application and authorized signature below, Responder shall certify that:

1. The information contained in its response to this SFO is accurate;
2. Responder shall comply with each of the mandatory requirements listed in the SFO and will meet or exceed the functional and technical requirements specified therein;
3. Responder shall accept the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this SFO.
4. Responder's quote shall be valid for at least 90 calendar days from the date of signature below;
5. Responder understands that if selected as the successful offer, he/she will have 30 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Responder shall certify, by signing and submitting an offer for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in 2 CFR §200 Subpart F. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.)
7. Responder understands that, if selected as a contractor, the Louisiana Department of Revenue must determine that it is current in the filing of all applicable tax returns and reports and in payment of all taxes, interest, penalties, and fees owed to the state and collected by the LDR. Responder shall comply with R.S. 39:1624(A)(10) by providing its seven-digit LDR account number in order for tax payment compliance status to be verified.
8. Responder further acknowledges its understanding that issuance of a tax clearance certificate by LDR is a necessary precondition to the approval of any contract by the Office of State Procurement. The contracting agency reserves the right to withdraw its consent to any contract without penalty and proceed with alternate arrangements, should a prospective contractor fail to resolve any identified outstanding tax compliance discrepancies with the LDR within seven (7) days of such notification.
9. Responder certifies and agrees that the following information is correct: In preparing its response, the Responder has considered all offer submitted from qualified, potential subcontractors and suppliers, and has not, in the solicitation, selection, or commercial treatment of any subcontractor or supplier, refused to transact or terminated business activities, or taken other actions intended to limit commercial relations, with a person or entity that is engaging in commercial transactions in Israel or Israeli-controlled territories, with the specific intent

to accomplish a boycott or divestment of Israel. Responder also has not retaliated against any person or other entity for reporting such refusal, termination, or commercially limiting actions. The State reserves the right to reject the response of the Responder if this certification is subsequently determined to be false, and to terminate any contract awarded based on such a false response.

Signature of Proposer or
Authorized Representative:

Typed or Printed Name:

Date:

Title:

Company Name:

Address:

City:

State:

Zip:

CERTIFICATION REGARDING LOBBYING

Title 31, United States Code, Section 1352, entitled “Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions,” generally prohibits recipients of Federal grants and cooperative agreements from using Federal (appropriated) funds for lobbying the Executive or Legislative Branches of the Federal Government in connection with a SPECIFIC grant or cooperative agreement. Section 1352 also requires that each person who requests or receives a Federal grant or cooperative agreement must disclose lobbying undertaken with non-Federal (non-appropriated) funds. These requirements apply to grants and cooperative agreements EXCEEDING \$100,000 in total costs (45 CFR Part 93).

The undersigned (authorized official signing for the applicant organization) certifies to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.

(c) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Title

Organization