



MAYOR'S OFFICE OF
HOMELESS SERVICES

Shelter Property Management Request for Proposals

January 22, 2025

PREPARED BY:

Baltimore City

Mayor's Office of Homeless Services



Introduction	2
Goal	2
Property Descriptions:	2
Shelter Property Management Requirements	3
Facility Maintenance and Operations	4
Preventive Maintenance	4
Responsive Maintenance	4
Routine Inspections	4
Facilities and Maintenance Repairs	5
Comprehensive Maintenance and Repair Services	5
Energy and Water Efficiency and Sustainability	6
Keying and Access Control	6
Custodial and Hospitality Services	6
Compliance with Local, State, and Federal Inspection Requirements	6
Insurance Requirements	7
Reporting and Documentation	7
Performance Standards	7
Budget	8
MOHS Evaluation Criteria	8
Shelter Property Management Requirements	9
Budget	9
Proposal Format	10
Contract Terms and Conditions	11
Subcontractors	13
Rights Reserved and Administrative Information	14
Appendices	16
Appendix A: Conflict of Interest and Limits to Primary Religious Organizations	17
Appendix B: Conflict of Interest Questionnaire	19
Appendix C: Budget Template	21

RFP Timeline	
Item	Date
RFP Release Date	January 22, 2025
Bidders Conference	January 28, 2025
Written Questions Deadline	January 29, 2025
Facility Tours Request Deadline	January 31, 2025
FAQs Posted to MOHS Website	January 31, 2025
Facility Tours	February 3- February 7, 2025
Submission Deadline	February 14, 2025
Conditional Award Announcements	February 21, 2025
Tentative Contract Start Date	April 1, 2025

Introduction

The Mayor’s Office of Homeless Services (MOHS) seeks proposals from experienced and qualified property management vendors to provide professional facilities management services for two emergency shelter facilities in the City of Baltimore: The former Holiday Inn Express, a 7 story 70 room men’s non-congregate shelter, and the former Sleep Inn, a 4 story 62 room family non-congregate shelter. The former Holiday Inn Express and Sleep Inn serve as essential components of the city’s emergency housing network, providing temporary accommodations to vulnerable populations. These facilities are vital resources for addressing homelessness, offering not just shelter, but also access to wraparound services such as case management, mental health support, and employment assistance.

Goal

To maximize the impact of these shelters, the goal of this RFP is to identify a property management vendor who can deliver excellence in facility maintenance, janitorial services, and operational efficiency.

Property Descriptions:

The Properties are in the downtown area of Baltimore, located within Council District 12. The Properties include the former Sleep Inn and Suites located at 300 N. Front Street; the former Holiday Inn Express located at 221 N. Gay Street and 332 N. Front Street; and the parking lot located between these two hotels at 320 N. Front Street.

Proposers are permitted to request tours of the properties. To request a tour, please email Ken O’Bryant at Ken.OBryant@baltimorecity.gov no later than January 31, 2025. Proposers

are responsible for conducting all due diligence to confirm site boundaries and/or relevant parcel(s) dimensions.

Former Sleep Inn and Suites: 300 N. Front Street:

- Year Built: 1920, partially demolished and converted/redeveloped to a hotel in 2010
- Zoning Code: C-5-DC, Downtown District, Downtown Core Subdistrict
- Construction Class: B
- Gross Building Area (GBA): 35,308 square feet
- Site Coverage: 27.9%
- Number of Buildings: 1
- Number of Parking Spaces: 67
- Number of Stories: 4
- Number of Rooms: 62
- Number of Elevators:

Former Holiday Inn Express: 221 N. Gay Street:

- Year Built: 1924, converted to a hotel in 2009
- Zoning Code: C-5-DC, Downtown District, Downtown Core Subdistrict
- Construction Class: B
- Gross Building Area (GBA): 43,14 square feet
- Site Coverage: 63.2%
- Number of Buildings: 1
- Number of Parking Spaces: 32
- Number of Stories: 7 plus 1 below-grade level
- Number of Rooms: 68
- Number of Elevators:

Shelter Property Management Requirements

This Request for Proposals (RFP) outlines the specific requirements for Proposers in order to maintain these shelters to the highest standards, ensuring they remain safe, clean, welcoming, and conducive to healing and recovery. The selected vendor will play an integral role in managing the day-to-day operations of these facilities and will work in partnership with the contracted service provider that is on-site 24/7 providing direct services and supports to the shelter residents.

Facility Maintenance and Operations

The vendor will be responsible for ensuring that all shelter facilities are maintained to the highest standards of cleanliness and operational functionality. The services provided should cover the following key components:

- Facilities Management Services
- Facilities Maintenance Services
- HVAC Maintenance
- Housekeeping Services
- Waste Management Services
- Landscaping & Horticulture
- Concierge Services
- Water & Fire pumps Inspections
- Backup power supply services
- Pest control services

Preventive Maintenance

Develop and Implement a Preventive Maintenance Schedule: The vendor shall develop a comprehensive Preventive Maintenance (PM) plan to proactively identify and resolve potential issues before they affect the shelter operations. The vendor shall also identify and prioritize maintenance tasks to avoid disruptions in shelter operations, focusing on critical systems such as HVAC, elevators, electrical, and plumbing. This aims to extend the life of the infrastructure and reduce the need for emergency repairs.

Responsive Maintenance

Timely Maintenance Response: The vendor will promptly address any maintenance requests that arise, ensuring minimal disruption to daily activities and timely resolution of issues.

Service Level Expectations: Maintenance requests should be handled with urgency, minimizing downtime and ensuring residents' comfort and safety.

Routine Inspections

Regular Inspections of Facility Systems: Proposals shall detail their plan and approach to conduct thorough inspections of all shelter facilities, focusing on systems like fire alarms, elevators plumbing, and HVAC systems, to ensure compliance with local, state, and federal codes.

Compliance Monitoring: Inspections will ensure that shelters meet all applicable safety, health, and building code regulations, maintaining high standards of facility integrity.

Facilities and Maintenance Repairs

Proposers shall demonstrate their approach for providing comprehensive maintenance and repair services to ensure shelter facilities' continued functionality and safety. All work performed should meet all Federal, State and Local guidelines which include but are not limited to Occupational Safety and Health Administration (OSHA/MOSHA) guidelines.

These services will include, but are not limited to, the following:

Comprehensive Maintenance and Repair Services

Due to the critical nature of these services, Proposers must demonstrate their ability to dispatch repair services within 2 hours of identification and be logged according to the standards outlined in the “Reporting and Documentation” section of this request for proposal document.

- **Safety Systems:** Regular inspection, testing, and repair of fire alarms, sprinkler systems, and other life safety equipment to ensure that they always function properly.
- **Mechanical Systems:** Maintenance and repair of HVAC systems, elevators, plumbing, boilers, and electrical systems to ensure their continuous, safe, and efficient operation.
- **Utilities:** Ongoing maintenance of water, gas, and electrical connections (excluding communications systems), ensuring that utility systems remain fully functional and compliant with regulations.
- **Laundry Equipment Maintenance:** Regular monitoring and maintenance of laundry equipment (washers, dryers) to maintain functionality and prevent service disruptions.
- **Pest Control:** Provide regular pest control services to maintain sanitary conditions and prevent infestations that could impact health or shelter operations.
- **Exterior Grounds Services:** Maintain exterior grounds, including landscaping, snow and ice removal, and general upkeep of outdoor spaces to ensure cleanliness and safety for residents and visitors.
- **24-Hour Emergency Services:** The vendor will provide emergency maintenance and repair services 24 hours a day, seven days a week. Emergency issues must be responded to with the appropriate actions within two hours to prevent any further complications.

Energy and Water Efficiency and Sustainability

Implement Energy-Efficient Solutions: The vendor will introduce energy-efficient solutions, such as using energy-efficient lighting, HVAC systems, and appliances, to minimize utility costs while ensuring optimal functionality and comfort.

Implement Water Conservation Measures: The vendor will introduce water conservation measures, such as installing low-flow fixtures, utilizing smart irrigation systems, and addressing leaks promptly, to reduce water usage while maintaining functionality and meeting sustainability goals

Sustainable Facility Practices: Where feasible, implement sustainable practices, including the use of eco-friendly cleaning supplies, and waste reduction programs.

Keying and Access Control

Key Management and Access Control Systems: The vendor will provide 24-hour key management services and oversee access control systems for shelter rooms and facilities.

Custodial and Hospitality Services

- **Daily Cleaning of Public Areas:** The vendor will ensure that all public areas (e.g., lobbies, hallways, stairwells) are cleaned daily to maintain hygiene standards.
- **Trash and Recycling Services:** The vendor will be responsible for the daily collection and disposal of trash and recycling from public areas to maintain a clean environment.
- **Room Linen and Towels:** The vendor will supply clean linens and towels, delivered outside rooms upon request or during turnover.
- **Room Cleaning:** Occupied rooms shall be cleaned weekly. As clients exit the facility, rooms shall be cleaned within 24 hours to prepare for a new guest.
- **Provision of Toiletries:** Basic toiletries such as soap, shampoo, and toilet paper shall be provided in all occupied rooms and replenished as needed.
- **24-Hour Front Desk Services:** At least one front desk staff member will always be available to assist with check-in/check-out, key management, and coordination with MOHS representatives.

Compliance with Local, State, and Federal Inspection Requirements

Proposers shall demonstrate their ability to maintain responsibility for ensuring the facilities comply with all relevant local, state, and federal inspection standards. This will involve:

- Conducting regular inspections and maintenance of systems and areas to ensure adherence to state health, safety, and building regulations.
- Preparing for and coordinating state inspections as they are scheduled or as needed.
- Taking immediate corrective actions to address any issues found during inspections to maintain compliance.

Insurance Requirements

Successful proposers must demonstrate their ability to satisfy MOHS and the City of Baltimore's and other participating provider or entity's insurance requirements.

Additionally, proposers must comply with all contractual requirements as set for by local, state, and federal funding partners.

Reporting and Documentation

Proposers must demonstrate their ability to adequately report on and document records of services provided. At a minimum, these records must include:

- A log of preventive maintenance tasks, detailing dates and actions taken to address potential issues.
- Reports documenting emergency repairs, including response times, nature of the issue, and resolution outcomes.
- Daily documentation of custodial services performed, including inspections.
- Inventory tracking for linens, toiletries, and custodial supplies to ensure proper stock levels.
- Written summaries of repairs and maintenance work completed, to be provided upon request by MOHS.
- Monthly activity reports to be submitted for client review, offering an overview of all maintenance and service operations.

Performance Standards

Proposers shall demonstrate their ability to adhere to the following key performance standards:

- Response time for providing emergency repairs. Competitive proposals will demonstrate the ability to respond to emergency repairs within 1 hour of notification.
- Describe the approach to ensuring all preventative maintenance tasks are consistently completed according to an established schedule.

- ❑ Provide a detailed plan for daily cleaning of public areas and conducting routine room inspections.
- ❑ Explain how your organization ensures or anticipates how to ensure that facilities consistently meet or exceed all relevant local, state, and federal inspection requirements
- ❑ Describe your strategy for effective and continuous collaboration with third-party shelter providers. Competitive responses will detail approaches for ensuring smooth operations in the shelter setting.

Budget

Proposers are required to submit a competitive budget for a 12-month contract term, which will allow them to operate at an optimal level. Proposers must submit a complete budget for the total cost of the proposed project to MOHS. Funding sources will be distributed at MOHS' discretion based on availability of funds. Payments shall be structured as a flat monthly rate inclusive of service and operating costs. Proposers must use the MOHS provided budget template in Appendix C. Please note that cost efficiency is evaluated according to the financial stability evaluation criteria section.

MOHS Evaluation Criteria

Proposals will be assessed based on the following key factors:

Qualified Management/Personnel (20%)

Submissions must include all resumes of management team, maintenance team, and the Proposer's personnel who will be managing front-desk operations.

Qualifications of at least 50% of the management and front-desk team should include Certified Property Manager- CPM, Accredited Commercial Manager-ACoM, Real Property Administrator- RPA, Certified Hospitality Property Manager-CHPM or an industry standard equivalent.

- Excellent (16-20 points): 50%+ of management and 50%+ of personnel possess relevant certifications.
- Good (11-15 points): 40% of management and 40% of personnel possess relevant certifications.
- Fair (6-10 points): 25% of management and 25% of personnel possess relevant certifications.
- Poor (0-5 points): 0% of management and 0% of personnel possess relevant certifications.

Shelter Property Management Requirements

Experience and Expertise (20%)

Excellent (16–20 points): The organization demonstrates extensive experience managing similar facilities, particularly those serving homeless populations such as emergency shelter or comparable properties health crisis services, with clear examples of past successes. Staff qualifications and expertise align directly with the program’s needs, and strong references or partnerships are provided.

- Good (11–15 points): The organization has relevant experience and qualified staff but lacks comprehensive evidence of past successes or strong references.
- Fair (6–10 points): Limited experience or qualifications, with minimal evidence of success or relevant partnerships.
- Poor (0–5 points): No demonstrable experience or qualifications related to the program’s goals.

Technical Capacity (20%)

Excellent (26–30 points): The vendor demonstrates the availability of resources, equipment and infrastructure necessary to deliver the required services. Staffing model and operational support demonstrates the ability to handle the full scope of the work effectively. proposed service model is innovative, includes clear, detailed strategies for 24/7 operation. Strong evidence of the ability to implement trauma-informed practices is presented.

- Good (21–25 points): The vendor demonstrates resources, equipment and infrastructure, however, lacks detail or innovation in some areas.
- Fair (16–20 points): Partial demonstrates availability of resources, equipment, and infrastructure, with gaps in the proposed strategies or unclear implementation methods.
- Poor (0–15 points): Minimal or no resources, equipment and infrastructure, with vague or poorly defined service model components.

Budget

The contract term for Shelter Property Management is April 1, 2025 – March 31, 2026. All expenses must be included in the budget approved by MOHS. MOHS reserves the right to authorize funding on an annual basis, based upon, but not limited to, satisfactory contractor performance, availability of funds, and demonstrated need.

Financial Stability (20%)

- Excellent (13–15 points): The budget is detailed and transparent, clearly allocating resources aligned with the proposed goals. The program provides excellent value for money.
- Good (10–12 points): The budget is clear and reasonable, but some allocations lack detailed justification.
- Fair (6–9 points): The budget is partially clear, with vague or questionable resource allocations.
- Poor (0–5 points): The budget is unclear, unrealistic, or does not demonstrate cost-effectiveness.

Quality Assurance (20%)

Excellent (16–20 points): The proposal outlines how the organization will maintain a high standard of service, adherence to timeliness, cleanliness, and compliance with local/state/federal regulatory requirements.

- Good (11–15 points): The proposal partially outlines how the organization will maintain a high standard of service, adherence to timeliness, cleanliness, and compliance with local/state/federal regulatory requirements but lacks details in the comprehensive approach.
- Fair (6–10 points): The proposal provides limited details on how the organization will maintain a high level of service, adherence to timeliness, cleanliness, and compliance with local/state/federal regulatory requirements.
- Poor (0–5 points): The proposal does not demonstrable the ability to maintain a high level of service, adherence to timeliness, cleanliness, and compliance with regulatory requirements.

Proposal Format

All project proposals must include the following components:

- Cover Page identifying the Request for Proposals by title and number, firm name and address, telephone number, and e-mail address of the person authorized to make representations for the respondent during negotiations and commit the respondent to a contract.
- Project intent summary & Organizational Background (limit to one page)
- Table of Contents with all proposal content that is responsive to the scoring criteria

Guidelines for Submitting Applications

a) Eligible Organizations:

- Are non-Profit 501(c)(3) tax-exempt organizations or another city agency;
- In Good Standing with the State of Maryland (certification of Good Standing must be current and can be obtained through the Department of Taxation website.)
- Must submit most recent A-133 or independent financial audits (renewal projects that do not have independent audits may submit two most recent years of accountant prepared financial statements)

b) Submission Requirements:

Electronically submit the following files via email to

mohs.hsp.application@baltimorecity.gov:

- Application Cover Sheet & Narrative (PDF Format only)
- Project Budget

Note: No paper or faxed applications will be accepted. FAILURE TO ADHERE TO THESE INSTRUCTIONS MAY RESULT IN THE PROPOSAL NOT BEING REVIEWED / CONSIDERED FOR FUNDING.

Questions regarding the RFP application can be directed to mohs.hsp.application@baltimorecity.gov. As questions are received and answered, they will be added to a Frequently Asked Questions document posted on the Mayor's Office of Homeless Services' website

Contract Terms and Conditions

By submitting this application and accepting an award, respondents agree to the following terms and conditions. We encourage potential respondents to seek technical assistance from MOHS during the Bidders Conference if they are unsure of their ability to meet any of these requirements.

1. Laws and Program Requirements:

- a. The laws of the State of Maryland and the City of Baltimore shall govern the contract.
- b. The selected respondent shall be located or provide services in Baltimore City.
- c. The selected respondent shall comply with program requirements per the Baltimore City CoC Policies and Procedures and ARPA Rules and Regulations.

2. **Local Hiring**

All contracts that exceed \$300,000.00 are subject to the City's Local Hiring requirements as established in Article 5, Subtitle 27 of the Baltimore City Code. This Code requires that the selected organization (should the project meet the contracting threshold) work with the Mayor's Office of Employment Development (MOED) to review the staffing needs created by the project.

The selected organization will need to:

- Meet with MOED within two (2) weeks after contract execution to complete an Employment Analysis
- Post new jobs created by the project with MOED for seven (7) days
- Utilize MOED's City resident recruitment services for new hires
- 51% of all new hires for City funded contracts must be City residents
- Submit monthly employment reports with information on the number of current workers, new workers, and the number of Baltimore City residents working on the project.

More information on Local Hiring requirements is available at <https://moed.baltimorecity.gov/employer-services/hiring-strategies-local>.

4. **Employ Baltimore**

The Employ Baltimore Executive Order, issued in December 2013, is applicable to city contracts greater than \$50,001 and up to \$300,001 (except for emergency and professional services).

Organizations are required to:

- Contact MOED to schedule a workforce meeting within two (2) weeks after the contract award
- Post new jobs with MOED only for a period of seven days
- Utilize MOED's recruitment services for new hires; and
- Submit bi-annual employment reports – submit placement reports as people are hired.

5. **Baltimore City Audit Policy**

At any time during business hours and as often as the City may deem necessary, there shall be made available to the City for examination, the organization's records with

respect to the activities awarded through this RFP. The organization shall permit the City to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, records of personnel, conditions of employment and other data relating to matters covered by this Agreement.

The organization shall be responsible for repayment of all applicable audit exceptions, which may be identified by City, State, or federal auditors or their designated representatives, and reviewed by the Provider.

6. Required Insurance Coverage

The selected organization must currently carry or be willing to obtain the following insurance coverage as part of the project:

- Professional Liability Errors, and Omissions Insurance (minimum \$3 million policy)
- Worker's Compensation Coverage
- General Commercial Liability Insurance (minimum \$3 million policy)
- Business Automobile Liability Insurance (minimum \$1 million policy)
- Fidelity Coverage
- Cyber Liability Insurance (minimum \$1 million policy)

Providers awarded funds through the CFA process must submit evidence of the required insurance coverage to MOHS prior to contract execution in order to receive funding.

7. Single Audit Requirements

Agencies that expend more than \$1,000,000 annually in Federal awards are required to comply with the audit requirements in [2 CFR Part 200.501](#).

Subcontractors

All subcontractors proposed to carry out any portion of the performance of services must be included in the proposal. Proposers must submit a copy of their organization's policies/procedures for selecting and entering into contracts with subcontractors and monitoring subcontractor performance. The Proposer must submit a specific plan for monitoring subcontractor(s) in the performance of their subcontract, which includes service and fiscal areas of review, potential corrective actions that will be imposed if the subcontractor is noncompliant or not performing the planned, monitoring dates and timetables for resolution of findings.

Rights Reserved and Administrative Information

- A. Should it become necessary to revise any part of this RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP, MOHS reserves the right to issue an Addendum to RFP registrants by posting such Addendum on its web site.
- B. MOHS reserves the right to extend any dates in this RFP by a reasonable time period.
- C. MOHS reserves the right, in its sole discretion, to recommend the award of a contract related to this RFP based upon the written proposals received by MOHS without prior discussion or negotiation with respect to those proposals. All portions of this RFP will be part of any contract awarded in connection with this RFP and will be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by City law, including the final approval by the Board of Estimates of Baltimore City.
- D. MOHS reserves the right to accept or reject all proposals, at its sole discretion, received as a result of this RFP, to waive minor irregularities, and to conduct discussions with any or all responsive Respondents, to serve the best interests of the City of Baltimore.
- E. MOHS reserves the right to cancel this RFP and award no funding.
- F. MOHS reserves the right to request additional information from any or all Respondents, if necessary, to clarify that which is contained in the Proposal.
- G. MOHS reserves the right to require verbal inquiries to be provided in writing.
- H. Proposals will not be open to the public.
- I. Neither the City of Baltimore, nor MOHS shall be responsible for any cost incurred by any Respondent in preparing and submitting a Proposal or by submitting requested supplemental information in response to the RFP.
- J. The Respondent selected for award agrees that it will comply with all Federal, State and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP and the contract.

- K. MOHS reserves the right to request a plan for the uses of the building and corresponding sources and uses for the proposed improvements to the property.

- L. The developer should not rely on the city for due diligence with regards to the site. The Developer shall complete the following due diligence items as deemed necessary: zoning and general plan designations, soils/geotechnical, environmental, hazardous materials, title review, boundary/ATLA survey, traffic study (as needed), utility study, off-site study, acoustics, NEPA review, retail study, residential market study, development fee study, other studies as needed.

Appendices

Appendix A: Conflict of Interest Agreement and Limits to Primarily Religious Organizations

Appendix B: Conflict of Interest Questionnaire

Appendix C: Budget Template

Appendix A: Conflict of Interest and Limits to Primary Religious Organizations

Conflict of Interest

Applicants must avoid any conflict of interest in carrying out activities funded by City, State, and Federal grant dollars, such as the City of Baltimore’s Mayor’s Office of Homeless Services’ (“MOHS”) Request for Proposals for Shelter and Facilities Management (RFP”). 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 grantee or recipient) 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 using Federal funding, 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, board members and volunteers are required to sign a statement indicating that they have read the policy and will comply.

Limits on Funding to Primary Religious Organizations

In order to uphold the basic provisions of separation of church and state, a number of conditions apply to the provisions of MOHS RFP funding to organizations that are primarily religious in nature. These provisions generally require that when funded under the MOHS PSH RFP program, the religious organization will provide services in a way that is free from religious influences and in accordance with the following principals:

- The organization will not discriminate against any employee or applicant for employment based on 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.
- ❑ The organization will not provide religious instruction, counseling, religious services, worship (not including voluntary nondenominational prayer before meetings), engage in religious proselytizing, or exert other religious influences in the provision of shelter or other eligible MOHS RFP 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 participants to choose to take part in services or meeting offered by the organization as they wish, separate from the MOHS-funded activities provided, is allowable.

Appendix B: Conflict of Interest Questionnaire

1. Are there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is/are or has/have been within one year of the date of this application a city employee or consultant, or a member of the City Council?

Yes No

If yes, please list the names(s) below:

2. Will the funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who currently is/are or has/have been within one year of the date of this application a city employee, consultant, or a member of the City Council?

Yes No

If yes, please list the name(s) below:

3. Is/are there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?

Yes No

If yes, please list the name(s) below:

If you have answered “YES” to any of the above, a disclosure notice must be submitted to the Mayor’s Office of Human Services to determine whether a real or apparent conflict of interest exists.

Name of Agency:

Name of Applicant’s Authorized Representative:

Authorized Representative’s Title:

Signature of Authorized Representative:

Appendix C: Budget Template