



UPPER DARBY TOWNSHIP
COMMUNITY & ECONOMIC DEVELOPMENT
Program Year 51 – Emergency Solutions Grant
Project Funding Period: January 1, 2026 to December 31, 2026

**EMERGENCY SOLUTIONS GRANT
PROPOSAL SUBMISSION PACKAGE**

SCHEDULE OF KEY ACTION DATES

- 1. RFP Issue Date: September 19, 2025**
- 2. Questions & Inquiries Due Date: September 26, 2025**
Written questions must be sent via email: cdbgbidding@upperdarby.org. No questions will be accepted by phone inquiries.
- 3. FAQ published by Upper Darby Township: October 1, 2025**
Upper Darby Township will publish lists of questions and answers received by September 26, 2025.
- 4. Response Submission Date: October 10, 2025 by 3:00pm**
The application package must be sent electronically to: cdbgbidding@upperdarby.org
- 5. Anticipated Contract Start-Up Date: January 1, 2025**

REQUEST FOR PROPOSALS

Upper Darby Township is inviting nonprofit organizations to submit proposals for the provision of Emergency Solutions Grant (ESG) services in support of Upper Darby residents who are experiencing homelessness or at immediate risk of homelessness as defined by HUD at 24 CFR 576.2:
<https://www.ecfr.gov/current/title-24/section-576.2>

Upper Darby Township has received an entitlement allocation of \$149,343.00 in ESG funding through the United States Department of Housing & Urban Development (HUD) for use in support of the four components of the ESG program: Emergency Shelter, Street Outreach, Rapid Re-Housing, and Homeless Prevention. No more than 60% of the total shall be used for Street Outreach and/or Emergency Shelter costs. No more than 7.5% of the total shall be used for administrative costs. **The selected respondent is responsible for providing matching funds in the amount of \$149,343.00.**

Expenditures must be allowable per current HUD/ESG guidelines, as contained within 24 CFR 576:
<https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-576>

PROPOSAL SUBMISSION GUIDELINES

To receive consideration under this RFP, submissions must be made in accordance with the following general instructions. The Respondent must present information in the following order:

- 1. Submission Cover Sheet (Attachment A)**
- 2. Board of Director's authorization to submit a response to the RFP**
- 3. Table of Contents with page numbers indicated**
- 4. Project Narrative Description**
- 5. RFP Response 1 - Organizational Experience & Capacity**
- 6. RFP Response 2 - Board Leadership**
- 7. RFP Response 3 - Financial Systems, Budgets & Fundraising**
- 8. Project Budget (Attachment B)**
- 9. Conflict of Interest Disclosure (Attachment C)**
- 10. Required Documents (see checklist, Attachment D)**

Submit completed application package to cdbgbidding@upperdarby.org by Friday, October 10, 2025

PROJECT NARRATIVE DESCRIPTION

Provide a detailed project description, including the proposed services, location, and applicable measurement of project scope (e.g. persons/households served). This must include a description of the services to be provided including the type of service, the appropriateness and sufficiency of services for the targeted population, the estimated cost of the services, the source(s) which will be used to cover this cost, and a narrative description and resume for all service providers.

Describe how you will collect, report and analyze client-level information utilizing HMIS, and your organization's experience in doing so. Describe how your organization will coordinate with the Continuum of Care in the use of Coordinated Entry System.

RFP RESPONSES

1. Organizational Experience & Capacity

- The Respondent must document by its immediate past and current activities that they can implement the tasks and administer the programs associated with the proposed work plan in a timely manner.
- The Respondent must document their experience in performing similar work.

- a. Provide a history/overview of your organization including length of time in existence.

- b. Describe your organization's experience delivery of any homelessness assistance programs over the past two years. Describe how management evaluates the administration of programs to ensure contract compliance and timeliness.
- c. Describe your current staffing plan. Include the experience of current staff working with Federal funds and required regulations such as determining income/program eligibility, and counseling/education.
- d. Describe your organization's strong community partnerships, linkages or collaboration developed with any other private or public entities.

2. Board Leadership

- The Respondent must document an active Board of Directors that has experience and a history of serving the Upper Darby Township residents to be served.
- The Respondent must document how the Board of Directors provides oversight for the organization.

- a. Describe the make-up of the board of directors and state if the Respondent is meeting the board membership requirements outlined in the organization's by-laws.
- b. Describe the annual calendar of board meetings and the attendance policy for board members. Has the agency conducted the required number of meetings as outlined by the by-laws?
- c. Describe how the board of Directors, along with the Executive Director, recruits new board members for the organization. Describe any challenges with the recruitment of board members and explain how the organization addresses those issues.
- d. Describe how new board members are orientated to the organization, including the organization's mission, by-laws, policies, and programs, as well as their roles and responsibilities as board members.
- e. Describe the process for ensuring persons with lived experience (homeless or formerly homeless) are included in decision-making processes or provision of services.

3. Financial Systems, Budgets and Fundraising

- The Respondent must document the role the Board of Directors and Executive staff have in providing financial oversight for the organization.

- a. Describe how the board of Directors and Executive Director provide financial oversight for the organization. Does the Executive Director/financial staff prepare a monthly report for the Board of Directors?
- b. Does the agency have an audit committee comprised of board members?
- c. Describe how the board of directors hire an independent audit company for the agency audit.
- d. Describe who is responsible for making sure the organization meets its regulatory responsibilities and files the appropriate paperwork with the Commonwealth of Pennsylvania and Upper Darby Township.

- e. Describe other revenue available to the organization, particularly if the revenue is available for the proposed program.
- f. Describe the organization's administrative systems. Please check each item that exists within your organization's capacity and state if it is maintained in either **written (W)** **and/or electronic (E) format.**

Administrative Systems

Internal systems to ensure compliance with federal regulations

1. Client eligibility and demographic data collection and reporting ☐ W ☐ E
2. Procurement systems – Are formal written procedures in place? ☐ W ☐ E

Adequate financial reporting system including

3. In-house bookkeeping/accounting staff which handle recording transactions ☐ W ☐ E
4. Cash receipts and cash disbursement journals, general ledger and other standard accounting books and records ☐ W ☐ E
5. Accrual based accounting system ☐ W ☐ E
6. Computerized accounting system ☐ W ☐ E
7. Monthly financial statements prepared ☐ W ☐ E
8. Periodic internal financial statement reviewed by management and/or board of directors ☐ W ☐ E

PROJECT BUDGET

Use the attached **PY51 UDT ESG Subrecipient Proposed Budget Template** to document the total cost of the proposed project *and* an itemized breakdown of how funds from different sources will be used for each line items. Identify the amount of ESG funds requested for each of the five program elements that your proposal intends to undertake, including Emergency Shelter, Street Outreach, Rapid Re-Housing, and Homeless Prevention. You must also document the other sources, amounts, and statuses of the required matching funds that will be used to carry out the proposed activities.

EVALUATION & SELECTION

A proposal evaluation committee consisting of qualified Upper Darby Township staff will conduct a complete review evaluation on all responses received by the closing deadline. Finalists may be selected for interviews. Staff may request technical assistance from any source within Upper Darby Township.

QUALIFYING PROPOSALS: Staff shall first review each Proposal for compliance with the mandatory requirements of this RFP. Failure to comply with any requirements of this procurement may disqualify a respondent's proposal. Upper Darby Township reserves the right to waive a requirement and/or minor irregularities when it is in Upper Darby Township's best interest to do so. **Proposals will not be opened publicly.**

FINAL BENCHMARKING AND SELECTION: Each proposal received shall be subject to the same review and evaluation process. Proposals will be reviewed and will be scored by the Proposal Evaluation Committee and then they will make recommendations to the Chief Administrative Officer and the Mayor for award of the Contract.

Proposal Rating System (100 Total Points)

- | | |
|--|-----------|
| • Experience, Capacity, Qualifications and Readiness of the respondent | 50 points |
| • Outreach and Marketing Plan | 20 points |
| • Board Leadership | 15 points |
| • Budget & Resources | 15 points |

Based on the initial review of Proposals, Upper Darby Township may invite, without cost to itself, ranking finalists to make a presentation of their proposal and their capabilities as a further consideration in the selection process. Upper Darby Township reserves the right to make an award with or without negotiations or to request best and final offers. A Contract will be awarded to those entities whose Proposal best meets with Upper Darby Township's requirements at the time of award.

All packages submitted in response to this Request for Proposals become the property of Upper Darby Township and may be appended to any formal documentation that would further define or expand the contractual relationship between Upper Darby Township and the successful respondent.

ATTACHMENTS

EMERGENCY SOLUTIONS GRANT PROGRAM - SUBMISSION COVERSHEET

Date of Submission: _____

Legal Name of Organization: _____

Address: _____

Telephone Number: _____

Website address: _____

Name of Board Chair / President: _____

Name of Executive Director: _____

Email Address: _____

Date Organization was Organized: _____

Type of Organization: _____

Tax Status & State Char Number: _____

Federal Identification Number: _____

Acknowledgements/Attachments

- 1. The Request for Proposal response will be valid for at least 90 days.**
- 2. The Board of Directors has authorized the submission of the response to RFP (include a copy of the board authorization).**
- 3. The preparer, to the best of his/her knowledge and belief, states that the information provided in this response is true and correct.**

Name: _____

Title: _____

Signature: _____

Date: _____

**Upper Darby Township
Community & Economic Development
PY51 Emergency Solutions Grant
Subrecipient Grant Approval Application**

PY51 PROPOSED ESG PUBLIC SERVICES PROJECT BUDGET

Please provide a detailed project budget. The cost estimate for each project work element must be listed twice: once under the "Cost Estimate" and again indicating the source funding the work element. When complete, the totals for columns B and H will match.

Project Work Element	Total Cost Estimate	ESG Requested Funding	Other Funding Sources				Total All Funding Sources
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Signature

Date

Organization Name

SAMPLE

PY51 PROPOSED ESG PUBLIC SERVICES PROJECT BUDGET

Please provide a detailed project budget. The cost estimate for each project work element must be listed twice: once under the "Cost Estimate" and again indicating the source funding the work element. When complete, the totals for columns B and H will match.

Project Work Element	Total Cost Estimate	ESG Requested Funding	Other Funding Sources				Total All Funding Sources
			DCED	ABC Foundation	XYZ Trust Grant	LAW Fund	
Admin							
Salary & Fringe - Executive Director	\$75,000.00	\$10,000.00	\$5,000.00	\$60,000.00	\$0.00	\$0.00	\$75,000.00
Salary & Fringe - Chief Financial Officer	\$65,000.00	\$500.00	\$0.00	\$64,500.00	\$0.00	\$0.00	\$65,000.00
Salary & Fringe - Administrative Assistance	\$35,000.00	\$500.00	\$0.00	\$0.00	\$34,500.00	\$0.00	\$35,000.00
Emergency Shelter							
Renovations - Electrical Upgrades	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,000.00
Renovations - Plumbing Upgrades	\$20,000.00	\$20,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00
Operations - Rent & Utilities	\$180,000.00	\$61,600.00	\$0.00	\$100,000.00	\$18,400.00	\$0.00	\$180,000.00
Operations - Insurance	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Operations - Maintenance & Repairs	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00
Operations - Food & Supplies	\$10,000.00	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Essential Svcs - Case Management	\$5,000.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$5,000.00
Essential Svcs - Life Skills Training	\$3,000.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$3,000.00
Street Outreach							
Salary & Fringe - Outreach Case Manager	\$54,000.00	\$20,000.00	\$0.00	\$0.00	\$34,000.00	\$0.00	\$54,000.00
Salary & Fringe - Street Outreach Worker	\$42,000.00	\$0.00	\$42,000.00	\$0.00	\$0.00	\$0.00	\$42,000.00
Transportation - Fuel & Vehicle Maintenance	\$2,500.00	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Transportation - Client Transit Passes	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
Supplies - Hygiene materials, water, non-perishable food, etc.	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,500.00
Homelessness Prevention							
Salary & Fringe - Housing Case Manager (85% effort)	\$42,840.00	\$10,000.00	\$32,840.00	\$0.00	\$0.00	\$0.00	\$42,840.00
Short-term Rental Assistance	\$10,000.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00
Legal Svcs	\$20,000.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$20,000.00
Rapid Re-Housing							
Salary & Fringe - Housing Case Manager (15% effort)	\$7,560.00	\$243.00	\$7,317.00	\$0.00	\$0.00	\$0.00	\$7,560.00
Financial Assistance (Move-In Costs)	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00
TOTAL BUDGET	\$638,900.00	\$149,343.00	\$114,157.00	\$274,500.00	\$90,900.00	\$10,000.00	\$638,900.00

Signature

Date

Organization Name

CONFLICT OF INTEREST DISCLOSURE FORM

The Board President must review this form with all board members and agency staff.

The **Respondent** represents that none of its **employees, officers, compensated members, contractors or consultants** are, or for the duration of this agreement will be, employees of Upper Darby Township, nor are their family members or business relationships employees of Upper Darby Township nor will their employees, officers, compensated members, contractors or consultants obtain a financial interest either for themselves or those whom they have immediate family or business ties, during their tenure or for one year thereafter.

The Respondent must formally disclose all potential Conflicts of Interest to Upper Darby Township.

Disclosure: Are you, or are you related to (by blood, marriage, act of law, or business relationship) any person who is an employee of Upper Darby Township or any other entity funded by Emergency Soliutons Grant (ESG)?

☐ YES* ☐ NO

Print Name

Signature

Title

Date

***If yes, a full disclosure must be forwarded on official Respondent letterhead to Upper Darby Township. The notice must include:**

Name: _____

Job Title or Position: _____

Disclosure must include:

1. Name of Relation
2. Department
3. Position
4. Relationship

The **Respondent** acknowledges receipt of this policy and verifies that all appropriate parties have been apprised of their obligation to disclose all potential conflicts of interest.

Board President's Signature

Date

AGENCY CHECKLIST OF REQUIRED DOCUMENTS

- ___ Submission Coversheet
- ___ Board of Director's authorization to submit a response to the RFP
- ___ Table of Contents
- ___ Project Narrative Description and Location
- ___ Completed RFP Responses
- ___ Project Budget
- ___ Conflict of Disclosure Forms / Letters
- ___ Summary spreadsheet of programs administered during 2022-2024 funded from public and private sources. List funder, source of funds, amount of funds, type of project/activity, contract dates, and current status of project/activity. Note if the performance timeliness measures were met.
- ___ List of current board members (include title, term, committee assignments, and email address).
- ___ Copy of the annual report prepared for the agency, if any.
- ___ Organization Chart and succession plan to be implemented in the absence of the Executive Director.
- ___ Resume of the Organization's Chief Financial Officer or Accountant / Bookkeeper.
- ___ Job descriptions for all staff that are expected to be engaged in the ESG Program.
- ___ A copy of the organization's current budget for both revenues and expenses.
- ___ Articles of Incorporation
- ___ Certificate of Good Standing
- ___ Corporate By-Laws
- ___ Internal Revenue Service determination letter
- ___ Most recent Internal Revenue Service 990 Return
- ___ Most recent audited financial statement, include Single Audit, if applicable. If the audit is not completed within 9 months of the year-end date, provide a letter from auditor indicating when audit will be complete.
- ___ Procurement policy
- ___ Anti-discrimination and Equal Employment Opportunity policies