**City of Detroit, Office of Contracting and Procurement on behalf of the**

**Housing and Revitalization Department (HRD)**

**Emergency Solutions Grant (ESG) Program, 2016-2017 Notice of Funding Availability**

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# Introduction

The City of Detroit seeks to use its federal Emergency Solutions Grants (ESG) funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness. Proposals for the City-administered ESG program are now being accepted.

Regulations specify that these funds be used, in combination with other federal, state and local funds, as part of a community-wide system of homelessness services. Emergency Solutions Grants funds focus on street outreach, operations and services within emergency shelters, rapid rehousing and homelessness prevention activities.

Under the HEARTH Act, ESG-funded organizations work closely with other community programs that, taken together, provide an array of housing opportunities intended to prevent and end homelessness for each household in need. HUD, along with the City of Detroit and its community partners, expects that this system of service makes steady progress toward reducing homelessness, including lowering the number of people entering the system, shortening the duration of homelessness, and limiting recurrent homelessness.

# Part I: Program and Application Requirements

1. Funding Available
2. Estimated Allocations and Awards

The City anticipates a total of **$2,838,335** from its FY 2016-2017 allocation to be broken down as follows:

|  |  |
| --- | --- |
| **City Uses of ESG Funds** | **Amount** |
| City of Detroit Administration | $212,875.00 |
| Subrecipient Southwest Solutions CAM Administration | $200,000.00 |
| Pilot Diversion Program | $100,000.00 |
| **Available through RFP Competition** | **$2,325,460.00** |
| TOTAL | $2,838,335.00 |

Currently, the City is projecting targeting the following amounts in each of the identified program components. Please note that the City has the discretion to change these allocations based on the quality and quantity of proposals received:

|  |  |  |
| --- | --- | --- |
| **ESG Eligible Component**  **(included HMIS 2%)** | **Funds Available in this RFP** | **%** |
| Street Outreach | $200,000.00 | 9% |
| Emergency Shelter | $1,200,000.00 | 51% |
| Rapid Rehousing | $750,000.00 | 32% |
| Homelessness Prevention | $175,460.00 | 8% |
| **TOTAL** | **$2,325,460.00** | **100%** |

As in prior years, the City will allow each subrecipient to designate not more than 2% of its total ESG award to costs associated with Homeless Management Information Systems (HMIS) data collection and will not award funds to subrecipients for administrative costs.

1. Subrecipient Grant Term

Subrecipient agreements will not to exceed fifteen (15) months.

1. Subrecipient Expectations and Requirements

Private, nonprofit, tax-exempt organizations that plan to provide Street Outreach, Emergency Shelter, Rapid Rehousing and Homelessness Prevention services are eligible to apply. Organizations must demonstrate participation in an HMIS system for at least one (1) full year. For organizations serving victims of domestic violence, the City may approve another comparable tracking client system.

All subrecipients must: a) record all client-related data and activity using the Continuum of Care (CoC) established HMIS; b) participate in the Continuum of Care; c) participate actively in the community-wide Coordinated Assessment Model (CAM); and d) provide services consistent with a “Housing First” approach (as defined in Appendix A of this application). Subrecipients must also comply with all requirements in their subrecipient agreements and federal requirements outlined in Section 576.407 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf), as well as all locally established written program standards.

The City also requires that each subrecipient provides a 100% match. This match must be expended on ESG-eligible activities. Matching sources may include cash contributions expended for allowable expenses and also non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-eligible activities during the period of the ESG subrecipient agreement. Requirements for match funds are described in Section 576.201 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf) and the requirements for documentation are in Section 576.500(o). Note that CoC HUD funds cannot serve as a match for ESG.

1. Eligible ESG Components

Funding under this RFP will be provided for eligible activities under the Street Outreach, Emergency Shelter, Rapid Rehousing, and Homelessness Prevention components of the ESG Program. In accord with City policy, a maximum of 2% of each award may also be allocated to HMIS operations to support costs of contributing data to the HMIS – including expenses such as hardware staff costs, and related expense (Section 576.107 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf)).

1. Street Outreach

(Section 576.101 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf))

Funds under the Street Outreach component may be used to provide essential services necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services; and provide them with urgent, non-facility-based care. Services may be provided to eligible program participants on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other settings where unsheltered persons are staying. Eligible services generally consist of engagement, case management, emergency health and mental health services, transportation and services for special populations. This includes operating expenses such as staff and other costs related to implementing Street Outreach activities.

Engagement

Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible costs include: initial assessment, crisis counseling, addressing urgent physical needs, actively connecting and providing referral sources and cell phone costs for outreach workers.

Case Management

Street outreach case managers may be responsible for assessing housing and service needs, and coordinating/monitoring the delivery of individualized services. Eligible costs include: coordinated assessment system, initial evaluation/verifying and documentation of eligibility, helping to obtain government benefits, monitoring/evaluating participant progress, providing information and referral to other providers, developing and individualized housing/service plan.

Emergency Health Services

Outpatient treatment or urgent medical conditions must be delivered by licensed medical professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs include; assessing participants’ health problems developing treatments plans, assisting participants to understand their health needs, providing or helping participants obtain appropriate emergency medical treatment, interventions, prescription of psychotropic medications, explain the use and management of medications, combinations of therapeutic approaches to address multiple problems and providing medication follow up services.

Transportation

Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services. Eligible costs include: transporting unsheltered people to emergency shelters or other service facilities, cost of a participant’s travel on public transit and mileage allowance for participant visits.

**City-Identified Street Outreach Requirements**

Based upon assessed local need and priority, the City will require that all Street Outreach providers will:

* Ensure that at least 75% of clients enrolled are unsheltered or living in places not meant for human habitation;
* Have no program entry criteria besides unsheltered homelessness (not required to have a mental illness, substance use disorder, income, etc.);
* Ensure regular operations outside of normal business hours (between 5pm and 8am) at least once per week;
* Coordinate programming closely with the CAM lead agency; and
* Collaborate with the Detroit Police Department.

1. Emergency Shelter Component

(Section 576.102 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf))

Funds under the Emergency Shelter component may be used to provide short-term emergency housing for the homeless in general or for specific populations of individuals or families experiencing homelessness, as defined by all categories of the [Homeless Definition Final Rule](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf). The City will provide funding under the Emergency Shelter component for eligible activities associated with the provision of essential services to persons in emergency shelters and emergency shelter operations including staff costs related to carrying out triage, intake, assessment and referrals associated with moving participants to transitional or permanent housing in a timely manner. **In the FY 16 competition, the City will not fund any major renovation/rehabilitation projects.**

The City also specifically intends to fund Warming Centers under the emergency shelter operations program component. A Warming Center is a short-term emergency shelter that operates when temperatures or a combination of precipitation, wind and temperature becomes dangerous. The City will award not more than three (3) grants for Warming Centers to carry out eligible activities allowed under the Emergency Shelter component, including payment for staff and operating expenses. Warming Center sites may include existing shelter sites or alternative sites as needed and must met HUD’s minimum habitability shelter standards. (See Section576.403(b) of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf) for more details. Warming Center sites must also comply with all existing and applicable zoning, land use and fire code restrictions. The City expects Warming Centers to reach out to the homeless populations it intends to serve, and to work closely with “2-1-1”, the CAM, and other community information and referral systems to assure broad awareness of their availability.

**City-Identified Emergency Shelter Requirements**

Based upon assessed local need and priority, the City will require that Emergency Shelter providers will:

* Ensure low entry criteria and low programmatic barriers (refer to Appendix A for more information); and
* Coordinate placements through the CAM call center during the hours the call center operates.

1. Rapid Rehousing Component

(Section 576.104 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf))

The Rapid Rehousing Component is designed to provide immediately accessible permanent housing to individuals and families experiencing homelessness, as defined by categories 1 and 4 of the HUD homeless definition (as defined in the [Homeless Definition Final Rule](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)). City ESG funds may be used for operating and financial assistance expenses associated with the two (2) Rapid Rehousing activities described below:

Rental Assistance

Funds will be used to provide short and medium-term rental assistance to assist persons with moving from a homeless situation into permanent, stable housing as follows:

* Short-term rental assistance (up to 3 months)
* Medium-term rental assistance (3-24 months)
* Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
* Any combination of the above, as allowed by the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf).

Housing Relocation and Stabilization Services

Funds will be used to support staff who will work with persons and/or households who are homeless, and provide them with the necessary assessment and services to assist them with locating, moving into, and maintaining permanent housing. These funds may also be used to provide direct financial assistance to assist households who are experiencing homelessness with moving into housing as described in the chart below:

| **Financial Assistance** | **Services** | **Other Eligible Costs** |
| --- | --- | --- |
| * Rental application Fees * Security deposit * Last month’s rent * Moving costs * Utility deposits * Utility payments | * Housing search and placement * Housing stability case management * Mediation * Legal services * Credit repair | * Staff and facility costs * Related financial assistance associated with provision of Rapid Rehousing |

**City-Identified Rapid Rehousing Requirements**

Based upon assessed local need and priority, the City will require that Rapid Rehousing providers will:

* Provide rapid rehousing services to households based on appropriate VI-SPDAT scores;
* Serve all eligible clients without additional participation requirements, targeting, or entry criteria;
* Serve only clients referred by the CAM lead agency; and
* Provide case management services that help link households to sustainable income -- including employment, SSI, etc.

In addition, HUD has established the following as requirements for organizations receiving funding for Rapid Rehousing:

* Assistance **must** be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR 576.105, the short and medium-term rental assistance requirements in 24 CFR 576.106, and the written standards and procedures established under 24 CFR 576.400.
* Program participants receiving rental assistance must have a legally binding written lease for the rental unit, unless the assistance is solely for rental arrears. The Lease must be in the participant’s name and participant must retain the lease in the same name once they exit the program.
* Subrecipients are required to have a rental assistance agreement with owners of the units housing program participants. Subrecipients may make rental assistance payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement.

1. Homelessness Prevention Component

(Section 576.103 of the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf))

The Homelessness Prevention Component provides eligible financial assistance and support services to prevent homelessness for qualified program participants who are considered homeless, as defined by categories 2, 3 and 4 of the [Homeless Definition Final Rule](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf), or who are at-risk of becoming homeless and have an annual income below 30% of median family income for the area as determined by HUD.

Homelessness Prevention assistance is only allowable to the extent that the assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing, and achieve stability in that housing. Eligible homelessness prevention support services activities or programs are designed to prevent the incidence of homelessness. City ESG funds may be used for the operations and direct financial assistance associated with the two Homelessness Prevention activities described below:

Rental Assistance

Rental Assistance funds may be used to provide short and medium-term rental assistance to assist persons with maintaining their current housing or securing alternate housing without becoming homeless. Rental assistance that may be provided can include:

* Short-term rental assistance (up to 3 months);
* Medium-term rental assistance (3-24 months);
* Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears; or
* Any combination of the above, as allowed by the [ESG Interim Rule](https://www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf).

Housing Relocation and Stabilization

Housing Relocation and Stabilization funds may be used to support staff who work with participants who are eligible to receive homeless prevention assistance, as defined above; and to provide them with the necessary assessment and services to assist them in retaining their current housing or locating and moving into alternative permanent housing. Funds may also be used to provide direct financial assistance to assist people with moving into housing as outlined in the chart below:

| **Financial Assistance** | **Services** | **Other Eligible Costs** |
| --- | --- | --- |
| * Rental application Fees * Security deposit * Last month’s rent * Moving costs * Utility deposits * Utility payments | * Housing search and placement * Housing stability case management * Mediation * Legal services * Credit repair | * Staff and facility costs * Related financial assistance associated with provision of Homelessness Prevention |

**City-Identified Homelessness Prevention Requirements**

Based upon assessed local need and identified local priority, the City will require that Homelessness Prevention providers:

* Coordinate with mainstream prevention services including Wayne Metro, THAW, DHHS and the 36th District Court;
* Serve only clients referred by the CAM lead agency; and
* Serve all eligible clients without additional entry criteria or participation requirements.

Additional Homelessness Prevention requirements emphasized by the City include the following:

* Assistance **must** be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR 576.105, the short and medium-term rental assistance requirements in 24 CFR 576.106, and the written standards and procedures established under 24 CFR 576.400.
* Program participants receiving rental assistance must have a legally binding written lease for the rental unit, unless the assistance is solely for rental arrears. Lease must be in participant’s name and participant must retain the lease in the same name once they exist the program.
* Subrecipients are required to have a rental assistance agreement with owners of the units housing program participants. Subrecipients may make rental assistance payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement.

1. Ineligible Activities for all ESG Components

It is also important to note those activities and expenses that are NOT deemed eligible for reimbursement under the ESG program. These include:

* Staff recruitment
* Facilities/equipment depreciation
* Costs associated with the operation of the parent organization other than those associated with funded ESG specific program
* Costs associated with organizational outreach, advertisements, pamphlets, surveys, etc.
* Staff training, entertainment, conferences or retreats
* Public relations, advertising or fundraising expense
* Payments for bad debts/late fees
* Mortgage assistance/payments for program participants
* Subrecipient mortgage/debt service
* Indirect organizational costs, if an Indirect Cost Plan has not been accepted by the City prior to execution of the contract
* Rental assistance in any unit in which the subrecipient or subsidiary has one percent or more ownership interest in the property

1. Performance Focus

As a reflection of the City’s commitment to improving outcomes in the homeless response system, Detroit is implementing new program requirements that establish common outcome measures and emphasizes performance measurement tied to these outcomes. The city will be increasing its monitoring and reporting expectations for key indicators for each component type, with a focus on exits to permanent housing destinations. These measures will be more fully articulated in written program standards that will be published in (Summer, 2016). Briefly speaking, these measures will include:

For Street Outreach:

* Percentage of clients who meet the definition of unsheltered at initial engagements
* Percentage of enrolled clients who complete a VI-SPDAT
* Percentage of enrolled clients who develop a housing goal that subsequently exit homelessness to permanent housing
* Tracking of housing retention at one month and two year intervals

For Emergency Shelter:

* Percentage of clients entered in HMIS who receive a VI-SPDAT assessment
* Percentage of clients who stay longer than 14 days who establish a housing goal in HMIS
* Percentage of clients who exit shelter to a permanent housing destination
* Average length of stay

For Rapid Rehousing:

* Referral acceptance within 2 business days
* Percentage of households served that achieve housing within 60 days of referral so long as funds are available
* Percentage of households served that are able to maintain housing without RRH assistance by 180 days
* Percentage of households served that are not literally homeless after one year
* Percentage of households served that are placed on the MSHDA Housing Choice Voucher (HCV) wait list

For Homelessness Prevention:

* The percentage of households that receive assistance that do not become literally homeless within a year after initial program enrollment.

1. Review and Scoring of Proposals

There will be one scoring table completed per component/program for which each organization applies.

|  |  |
| --- | --- |
| **Application Section** | **Total Points Possible** |
| 1. Organizational Experience in Addressing Homelessness 2. Depth and breadth of experience serving homeless and at-risk households (8 points) 3. Target population(s) (2 points) 4. Demonstrated ability to manage federal grants (10 points) 5. Demonstrated HMIS Capacity (10 points) | 30 |
| 1. Financial Capacity    1. Strength of documented financial policies, procedures and staffing (5 points)    2. Tax and audit history (13 points)    3. b. Strength of demonstrated match, including conformance to ESG regulations (12 points) | 30 |
| 1. Experience Providing Proposed Components    1. Organizational experience, by component (20 points)   \*\*20 points *per component proposed* | 20 |
| 1. Implementation Plans by Component   Strength of narrative (20 points)  \*\*20 points *per component proposed* | 20 |
| TOTAL Points Possible | 100 |

Total potential score for applicants proposing 1 (one) ESG component is 100 points. Please note that for scoring in Sections 3 and 4 of the application, there is an additional 40 points possible *per additional proposed component/proposed program.* For example, if an applicant proposes 2 ESG Components or two separate shelter programs there will be 40 points possible for Section 3 (Experience) and Section 4 (Implementation), for a total of 140 points.

*Please also note* that this does not mean that applicants proposing more components or programs will be more competitive (with higher potential scores). Adding points *per component* for Sections 3 and 4 allows the City to score and compare proposals *by each proposed component*/program. That is, regardless of how many components are proposed in particular applications, the City will compare separate component/program scores in Section 3 and 4 across applicants; there is no competitive advantage in proposing multiple components or programs.

1. Application Instructions
2. Proposal Requirements
   1. Fully completed Part II of the Application including all applicable Forms and Attachments listed in the Checklist. Each form and attachment should be uploaded individual, and clearly marked with the form or attachment number and document title (e.g. *“Attachment 1 IRS Letter”*) Beginning in 2016, the City will require only one application per organization, even when applicants are seeking funding for multiple components.
3. Submission Method
   1. Proposals must be uploaded to Bid Sync system and time stamped no later than Friday, July 15th at 4:00 p.m. Late submissions will not be accepted.
   2. Questions regarding the RFP must be submitted and posted to the RFP in Bid Sync at [www.bidsync.com](http://www.bidsync.com) by Initial RFP Question Due Date and Time, 10:00 a.m. on Monday, June 20, 2016. All RFP questions will be answered and posted to the RFP in Bid Sync and addressed at the Pre-Submission Proposer’s Conference.
   3. Updates to the proposal will be posted on Bid Sync and the City’s website at <http://www.detroitmi.gov/How-Do_I/Do-Business-with-the-City>
4. Timeline
   1. Pre-Submission Proposer’s Conference: The City will hold a **mandatory information session** for the 2016-2017 ESG RFP on Tuesday, June 21st at 10:00 am located at the Southwest Solutions Housing Resource Center at 1600 Porter Street. During this session prospective applicants can ask questions and learn about the new RFP format.
   2. 2016-2017 ESG Proposal Submission Deadline is July 15th, 2016 at 4:00 p.m. in Bid Sync at [www.bidsync.com](http://www.bidsync.com)
   3. **The City will notify applicants of their award status by August 31, 2016.**
5. Completeness

The City will not accept any incomplete proposals and will not contact applying organizations for missing information. All applications will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall proposal score and/or result in total disqualification of an application.

1. Procurement and Non Discrimination Notice
   1. The City Office of Contracting and Procurement solicitations meets 24 CFR Part 85.36 standards for procurement by competitive proposals.
   2. The City does not discriminate on the basis of race, color, creed, national origin, age, disability, sex or sexual orientation. Complains may be filed with the City Human Rights Department, Suite 1240 Coleman A. Young Municipal Center, Detroit, MI 48226.
2. Grievance, Appeals and Termination Procedures
   1. Once awards have been announced, Appeals must be completed using the City of Detroit Emergency Solutions Grant Grievance and Appeals Form and submitted via email to: [section3compliance@detroitmi.gov](mailto:section3compliance@detroitmi.gov)

Appeals that do not follow the prescribed procedures will not be considered.

* 1. The City may terminate awards or subrecipient contracts if subrecipients violate program requirements as outlined in this RFP, the City’s policies and the subrecipient agreement. The Termination will follow due process to protect subrecipients’ rights based on the City’s Grievance and/or written policies, subject to the department director’s approval.

# Part II: Application

1. Application Cover Sheet
2. Applicant Organization Legal Name
3. Applicant Mailing Address:
4. DUNS Number:
5. Federal ID Number:
6. Contact Person:
7. Telephone Number:
8. Email:
9. Website:
10. Is this Organization a 501(c)(3)?
11. Is your organization a faith-based entity?
12. ESG Program Component(s) for which you are applying. Check all that apply.

|  |  |
| --- | --- |
| Street Outreach |  |
| Emergency Shelter |  |
| Rapid Rehousing |  |
| Homelessness Prevention |  |

1. Threshold Requirements

Check all that apply. **Proposal must meet the following basic eligibility requirements in order for a proposal to be fully reviewed and scored. If application does not meet the following threshold requirements, the proposal will not be reviewed or scored and will not receive a funding award.**

1. \_\_\_\_ Submission of a complete proposal on time in response to this RFP for FY 2016-2017 funding.
2. \_\_\_\_ Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. If this is your organization’s first time applying for Detroit ESG funds, provide evidence in Attachment 1. (See checklist below for details)
3. \_\_\_\_ At least two (2) years of experience serving eligible homeless or at-risk populations (as defined by [Homeless Definition Final Rule](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)) under one of the following programs as funded by the City, Michigan State Housing Development Authority (MSHDA) or the Michigan Department of Health and Human Services (MDHHS). If this is your organization’s first time applying for Detroit ESG funds, provide evidence of experience in Attachment 2. (See checklist below for details)
4. \_\_\_\_ Demonstrate at least 1 person who has experienced homelessness is represented on its Board of Directors or agree to comply if awarded funds. Evidenced in Attachment 3. (See checklist below for details)
5. \_\_\_\_ Current participation in the Detroit HMIS system OR if organization has participated in another HMIS system, Form 1, completed by your HMIS administrator verifying at least 1 year of participation (See Form 1 at the end of this application)
6. Narrative Questions

All applicants must complete questions D 1-3 in this section and applicable component questions in question 4.

1. Organizational Experience in Addressing Homelessness (30 Total Points Possible)
   1. Briefly describe your organization’s philosophy, historical experience, and strategies serving homeless persons or those at-risk of becoming homeless. This may include outcomes achieved in the most recent program year and/or program guidelines. Limit response to 500 words or less. (8 points)
   2. On which populations or subpopulation(s) of homeless or at-risk households does your organization focus? (2 points)?
   3. Recommendations and conclusions of most recent desk or formal monitoring visit from the City of Detroit:

* No findings (10 points)
* Some areas of concerns (6 points)
* Serious concerns (no points)
  1. HMIS Capacity: Organization meets the 90% Universal Data Elements quality threshold required by HAND as verified by HAND (Yes-10 points; No—0 points)

1. Financial Capacity (30 Total Points Possible)
   1. Describe the financial management processes, procedures and staff in place to oversee ESG-funded operations and administration (5 points).
   2. Tax and audit history:

|  |  |  |
| --- | --- | --- |
| **Check applicable column:** | **Yes\*** | **No** |
| Behind on 990 Filings |  |  |
| Unresolved IRS Findings |  |  |
| Outstanding HUD or City or State Audit Findings |  |  |

(13 Points)

**If the organization has expended more than $750K in federal funds within the last year, submit documentation of the completed single audit as an attachment with proposal submission.**

\*If answer was “Yes” to any of the items above, explain below. Include description of any audit findings that have arisen in the past five (5) years and their subsequent resolution or status. Attach supporting documentation in Attachment 8.

* 1. Match Requirement Source(s) – Check all that apply:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is your Match** | **Street Outreach** | **Emergency Shelter** | **Rapid Rehousing** | **Homelessness Prevention** |
| Cash? |  |  |  |  |
| Non-Cash? |  |  |  |  |

Describe the sources of match for each of the program components applied for, as documented in Attachment 10. In particular, describe how matched resources will be provided in a manner that conforms with all of the requirements that apply to the same component under ESG regulations in 24 CFR 576. In addition, attach Form 4: The Emergency Solutions Grant Certification of Match satisfies that match requirement as outlined in 24 CFR 576. (12 points)

1. Experience by Component (20 Total Points Possible *per component/program proposed)*
   1. Describe experience for each program component **(Street Outreach, Emergency Shelter, Rapid Rehousing, Homelessness Prevention)** for which your organization is requesting funding in this proposal. Limit each component response to 200 words or less. In particular, describe your agency’s success, by applicable component, in achieving positive housing stability outcomes for past participants in your program(s). Please note if you are applying for funding for several shelter programs or location, you must submit a separate response for each program or location. Clearly label the response by program. (20 points *per component/program*)
2. Implementation Plans by Component (20 Total Points Possible *per component/program proposed*)

Complete ONLY for components for which funding is sought.

* 1. Street Outreach (limit sections i and ii to 200 words each)
     1. Component Services Summary: Briefly summarize (no more than 2-3 paragraphs) the proposed services to be provided under the Street Outreach component. Include the purpose, objectives, and intended populations to be served with funds from this grant. Note if this is a continuation of an existing program or an expansion/provision of new services.
     2. Describe staff qualifications to provide outreach services effectively.

(20 points)

* 1. Emergency Shelter (limit sections i-vii to 200 words each). Please note that if your organization is requesting funding for several different shelter programs, you must complete a separate implementation plan for each.
     1. Component Services Summary: Briefly summarize (no more than 2-3 paragraphs) the proposed services to be provided under the Emergency Shelter component. Include the purpose, objectives, and intended populations to be served with funds from this grant. Note if this is a continuation of an existing program or an expansion/provision of new services.
     2. Describe housing case management services provided by shelter staff.
     3. Describe linkages applicant organization has or will have, either internally or through collaboration with external partners, to reduce the length of stay in the shelter. Please include description of how the Vulnerability Index and Service Prioritization Decision Assistance Tool (VI-SPDAT) is being utilized to connect households with permanent housing resources.
     4. Describe the process for making and receiving referrals from the CAM Lead Agency.
     5. List addresses for emergency shelter facilities to be funded under this award. Make note if the address is confidential. Add lines as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program Name** | **Address of Service Location** | **Population Served** | **Avg. Length of stay** | **Number of beds or units** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

* + 1. Provide admissions criteria for entry into the shelter. Describe shelter policy on serving those under the influence of alcohol or other drugs. Do you test for substance abuse or alcohol, or do you require sobriety to provide shelter? Do you turn away those who are under the influence?
    2. What is shelter policy regarding referrals or drop offs after hours?

(20 points)

* 1. Rapid Rehousing (limit sections i-v to 200 words each)
     1. Component Services Summary: Briefly summarize (no more than 2-3 paragraphs) the proposed services to be provided under the Rapid Rehousing component. Include the purpose, objectives, and intended populations to be served with funds from this grant. Note if this is a continuation of an existing program or an expansion/provision of new services.
     2. How does the program coordinate with CAM Lead Agency to obtain referrals for Rapid Rehousing?
     3. How does the organization work with landlords to quickly move households into housing?
     4. How does the organization encourage sustainability for low- or no-income households to avoid return to homelessness?
     5. Describe internal or external partnerships to link those served to employment. Include supporting MOU in attachment 11 for employment training or placement services.

(20 points)

* 1. Homelessness Prevention (limit sections i and ii to 200 words each)
     1. Component Services Summary: Briefly summarize (no more than 2-3 paragraphs) the proposed services to be provided under the Homelessness Prevention component. Include the purpose, objectives, and intended populations to be served with funds from this grant. Note if this is a continuation of an existing program or an expansion/provision of new services.
     2. Describe internal or external partnerships to provide services and improve outcomes. Include supporting MOU in attachment 11.

(20 points)

1. Checklist of Forms and Attachments

* Note in Checklist which of the Forms and Attachments will be submitted with proposal. In the “Attached?” Column if document attached. If the document was previously submitted with a proposal, then note it in the next column.
* Each Attachment (A) document must be titled with the appropriate number (for example – “A1 – IRS letter”). Please insert the title at the top of the first page of each attachment.

| **Attachment or Form #** | **Description of Documents** | **Attached?** | **Previously submitted & remains same?** |
| --- | --- | --- | --- |
| **Threshold** | | | |
| **Threshold for First Time Applicants ONLY** | | | |
| Attachment 1 | **A1: IRS letter** verifying tax-exempt 501(c)(3) status |  |  |
| Attachment 2 | **A2: Proof of 2 years of experience** providing homeless services with funding from the City, MSHDA, or MDHHS. Award Letter(s). |  | NA |
| **Threshold for All Applicants** | | | |
| Attachment 3 | **A4: Board Homeless Participation** – letter from Board verifying the board participation of a person who has experienced homelessness including date of appointment. |  |  |
| Form 1 | **F2: HMIS Certification** –only for those applicants who do not currently participate in Detroit’s HMIS but have participated in another jurisdiction’s HMIS for at least 1 year. |  | NA |
| **Support for Application Narrative Questions** | | | |
| 1. **Organizational Experience in Addressing Homelessness** | | | |
| Attachment 4 | **A6: Organizational chart** – including positions and key roles |  |  |
| Attachment 5 | **A7: Board of Directors Roster** (with star indicating formerly homeless members) – including positions/titles and affiliations |  |  |
| Form 2 | **F1: ESG Program Assurances** **and Certifications Form** (form at end of RFP). |  | NA |
| 1. **Financial Capacity** | | | |
| Form 3 | **F3: Cash on Hand Certification** for those applying for Rapid Rehousing only |  | NA |
| Attachment 6 | **A6: CPA prepared Financial Statements** for most recent year-end or Single Audit |  | NA |
| Attachment 7 | **A7: Budgets** - Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement |  | NA |
| Attachment 8 | **A8: Resolution of Findings** - Documentation showing status/resolution of any City, HUD and/or IRS findings |  | NA |
| Form 4 | **F4: Match Certification Form-**For all applicants. To certify match dollars, meet HUD match guidelines |  |  |
| 1. **Implementation Plans by Component** | | | |
| Form 5 | **F5: Budget Template:** excel document must be completed for each program/component for which you are applying (Form in separate excel document posted with RFP). If applying for multiple shelter programs, please submit a separate shelter budget for each. |  | NA |
| Attachment 10 | **A10: Proof of Matching Funds commitment**. Grant Agreement(s), award letter(s) or written commitment of in-kind |  |  |
| Attachment 11 | **A11: MOU(s)** with collaborating organization(s) if applicable |  |  |
| Attachment 12 | **A12: Policies and Procedures** for each applicable ESG-related component |  |  |
| Attachment 13 | **A13: Certificate of Occupancy** (Shelters only) |  |  |
| Attachment 14 | **A14: Certificate of Inspection** from BSEED or list of code violations to be addressed (Shelters only) |  |  |
| Attachment 15 | **A15: Emergency Shelter License**, copy of 1st page of Emergency Shelter License stamped by consumer affairs department, or copy of receipt indicating payment of app fee for License (Shelters only) |  |  |
| **For First Time Applicants OR Those Changing Physical Locations** | | | |
| Attachment 16 | **A16: Zoning Verification letter** from the City BSEED or other proof that proposed facility and/or service sites have permissible zoning classifications |  |  |

**Appendix A: Housing First and Low-Barrier Housing Definition**

This document provides a summary how “Low Barrier” Housing and “Housing First” are defined.

Low Barrier Projects

HUD defined a “low-barrier” project as one that has policies and procedures that do not result in potential clients being screened out based on the client having ANY of the following characteristics:

1. Having too little or no income
2. Having an active or history of substance abuse
3. Having a criminal record (with exceptions for state-mandated restrictions)
4. Having a history of domestic violence (e.g. lack of a protective order, period of separation from abuser, or law enforcement involvement)

Housing First Projects

In order for a project to be considered Housing First, it must have answered a series of questions

1. It must have answered “yes” to “Does the project quickly move participants into permanent housing?”
2. It must have been considered “low barrier” per the criteria above
3. It must have stated that it has removed all of the following as reasons for program termination (in other words, if a client had one of these characteristics, that in itself would not be a reason for terminating him/her from the program):
   1. Failure to participate in supportive services
   2. Failure to make progress on a service plan
   3. Loss of income or failure to improve income
   4. Fleeing domestic violence
   5. Any other activity not covered in a lease agreement typically found in the project’s geographic area

# Appendix B: Eligible ESG Program Participants

Homeless or at-risk status must be documented by subrecipients for each program participant.

| **Definition (per** [Homeless Definition Final Rule](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)) | | | **Eligible Component** |
| --- | --- | --- | --- |
| **Category 1** | **Literally Homeless** | Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:   1. Has a primary nighttime residence that is a public or private place not meant for human habitation; 2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs); or 3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution | Emergency Shelter  Rapid Rehousing |
| **Category 2** | **Imminent Risk or Homelessness** | Individual or family who will immediately lose their primary nighttime residence, provided that:   1. Residence will be lost within 14 days of the date of application for homeless assistance 2. No subsequent residence has been identified, and; 3. The individual or family lacks the resources or support networks needed to obtain other permanent housing | Emergency Shelter  Homelessness Prevention |
| **Category 3** | **Homeless Under Other Federal Statutes** | Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:   1. Are defined as homeless under the other listed federal statutes; 2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; 3. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and 4. Can be expected to continue in such status for an extended period of time due to special needs or barriers | Emergency Shelter  Homelessness Prevention |
| **Category 4** | **Fleeing/**  **Attempting to Flee Domestic Violence** | Any individual or family who:   1. Is fleeing, or is attempting to flee, domestic violence 2. Has no other residence; and 3. Lacks the resources or support networks to obtain other permanent housing | Emergency Shelter  Rapid Rehousing  Homelessness Prevention |

| **“At Risk” Homeless Definitions (**[Homeless Definition Final Rule](https://www.hudexchange.info/resources/documents/HEARTH_HomelessDefinition_FinalRule.pdf)) | | **Eligible Component** |
| --- | --- | --- |
| **Individuals and Families** | An individual or family who:   1. Has an annual income **below 30% of median family income** for the area; AND 2. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND 3. Meets one of the following conditions: 4. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR 5. Is living in the home of another because of economic hardship; OR 6. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR 7. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR 8. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR 9. Is exiting a publicly funded institution or system of care; OR 10. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan | Homelessness Prevention |
| **Unaccompanied Children and Youth** | A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute | Homelessness Prevention |
| **Families with Children and Youth** | An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him/her. | Homelessness Prevention |