**City of Detroit**

Office of Contracting and Procurement (OCP)

on behalf of the

Housing and Revitalization Department (HRD)



2025-2026 Homelessness Solutions ESG and CDBG

Notice of Funding Availability (NOFA)

NOFA #185372

**NOFA Application Section 4:**

**Prevention Applicants**

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| **NOFA #185372**  Release Date: January 21, 2025  Closing Date: February 24, 2025 |

# Application Instructions

## Completing the Application:

**All applicants are required to submit the *25-26 Homelessness Solutions NOFA Application* and relevant Sections, as outlined below. Agencies must complete and upload the applicable Section in full if requesting funding for a program.**

* 25-26 Homelessness Solutions NOFA Application
  + Application Cover Sheet
  + Organizational Experience and Capacity in Addressing Homelessness;
  + Financial Capacity to Manage City of Detroit Grants;
  + Data; and
  + Forms and Attachments Checklist
* Section 1: Street Outreach (if applicable)
* Section 2: Emergency Shelter and Warming Center (if applicable)
* Section 3: Rapid Rehousing (RRH) (if applicable)
* **Section 4: Homelessness Prevention (this packet)**

NOTE: If you are applying for more than one program of the same program type (ex: 2 shelter programs), you will only need to submit the above section once.\*

**Example:** ABCXYZ Inc. is applying for 1 emergency shelter program, 1 warming center program, and 1 homelessness prevention program. They will need to complete and submit the following documents for their application:

* 25-26 Homelessness Solutions NOFA Application
* Section 2: Emergency Center and Warming Center
* Section 4: Homelessness Prevention
* All required forms and attachments

***\*Please note:*** *while only one section is required for multiple programs of the same type responses must highlight any differences in program designs as well as complete a separate Budget (Form 7), Benchmark Calculations Workbook (Form 9), and location specific attachments for* ***each unique program****. See additional information in the Forms and Attachments Checklist.*

# NOFA Application Section 4: Prevention Applicants

*NOFA Application Section 4 is for Prevention Applicants ONLY. If you are not applying for Prevention, you do NOT need to submit this Section.*

**ALL Prevention Applicants (New & Renewal):** Please complete the below questions.

# NOFA Application Section 4: Prevention

**All Applicants: New & Renewal**

*(40 points possible)*

**SCORING GUIDELINES:** Please limit your response to each question to ***300 words*** or fewer. Failure to do so will result in a reduction in points.

Guidance on how responses will be scored is in *italicized text* below each question. Do not alter or delete this narrative, it is a reference to guide your application.

**Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **What experience does your agency have serving households that meet the definition of Category 2 - Imminent Risk of Homelessness (see 25-26 NOFA Informational Packet: Appendix A)? Highlight new or creative strategies your agency utilizes to keep/connect households to affordable and safe housing opportunities.**

*Scoring will be based on the following:*

* *Response demonstrates a clear and accurate understanding of the definition of Category 2 – Imminent Risk of Homelessness and describes experience serving households that meet the definition*
* *Response outlines specific examples of creative ways that the agency connects residents to affordable housing*
* *Response describes developing relationships with low-income and subsidized housing providers and how staff work flexibly with residents to search for and complete affordable housing applications*
* *Response clearly outlines the ways this approach helps or will help prevent inflow into the homelessness response system*

1. **How will your program determine and document household eligibility at intake? How and when does your agency determine the service needs of the resident?**

*Scoring will be based on the following:*

* *Response demonstrates a clear and accurate understanding of the definition of Category 2 – Imminent Risk of Homelessness*
* *Response demonstrates a clear and accurate understanding of all other prevention eligibility requirements*
* *Response describes a clear process for documenting eligibility within 3 business days of referral*
* *Response is clear that no services are provided before the household has been confirmed to meet the at-risk and income guidelines required by ESG regulations*
* *Response describes procedures for determining service needs in collaboration with the resident, including how needs are re-evaluated throughout the resident’s time in the program*

1. **Describe case managers efforts to contact difficult to reach households such as those without phones or those who are not able to be reached during normal business hours.** **Provide an example of the type of flexible support provided to these households to ensure they receive the same level of services as all others.**

*Scoring will be based on the following:*

* *Response details a variety of methods to reach households beyond using the household’s phone number*
* *Response describes using HMIS to obtain additional contact information for a household, and utilizing emergency contacts*
* *Response provides a specific example of flexibility to support a resident who was difficult to contact. Example should include situations where staff flexed their schedule and intensity of assistance to provide case management outside of regular business hours or were otherwise creative in their method of contact to support the household*

1. **Describe how staff decide and document the type and duration of services provided to households as well as the frequency of re-evaluations. If your agency has experience providing prevention services, include specific examples in your response.**

**Complete the chart below with the services that will be provided in the proposed program.**

***NOTE: All activities noted in the below chart should be reflected in the program budget.***

|  |  |
| --- | --- |
| **ESG Eligible Prevention Activity** | **Will activity be provided by the proposed program?** |
| **Rental Assistance** | **Yes  No** |
| **Rental Arrears** | **Yes  No** |
| **Last Month's Rent** | **Yes  No** |
| **Rental Application Fees** | **Yes  No** |
| **Security Deposits** | **Yes  No** |
| **Utility Deposits and/or Payments** | **Yes  No** |
| **Utility Arrears** | **Yes  No** |
| **Moving Costs** | **Yes  No** |
| **Housing Search and Placement** | **Yes  No** |
| **Housing Stabilization Case Management** | **Yes  No** |
| **Mediation** | **Yes  No** |
| **Credit Repair** | **Yes  No** |

*Scoring will be based on the following:*

* *Response thoroughly describes a method for determining length of assistance based in evidence-based practices that involves the resident in the process and uses a progressive engagement approach*
* *Responses describes utilizing the minimum amount of Prevention assistance necessary* *for the household to successfully transition from the program*
* *Response describes an internal tracking mechanism (outside of HMIS) for monitoring length of time for participants in the program and describes internal triggers for conducting re-evaluations*
* *Applicant filled out the above chart and will provide at least 50% of the above services*
* *All activities noted in chart are reflected in the budget*

1. **Provide an example of how your agency has actively involved residents in the housing process, including decision-making and incorporating resident choice. This could include strategies, tools, or approaches that have effectively engaged households and ensured their preferences are considered.**

**If your agency does not currently operate housing programs, use another social services program as an example of how you involve households in decision-making and incorporate resident choice.**

*Scoring will be based on the following:*

* *Response describes a case management process that uses evidence-based practices – including progressive engagement, critical time intervention, and intensive case management - to empower households*
* *Response describes how staff prioritize resident-choice in decision-making*
* *Response thoroughly describes utilizing resident choice in the housing search process, such as targeting unit searches to areas where households want to live*
* *Response describes strategies such as engaging with households where they reside, providing transportation to unit viewing, continuing to work with households if they deny the first unit, etc.*

1. **All units that prevention participants reside in must meet ESG** [**minimum habitability standards**](https://www.hudexchange.info/resource/3766/esg-minimum-habitability-standards-for-emergency-shelters-and-permanent-housing/)**. Describe how your agency ensures staff are adequately trained on these standards. If repairs are needed, how do staff work with the landlord to ensure completion? Include how staff pivot if repairs cannot be made in a timely manner. Your response must include how staff communicate with and support participants during this process.**

*Scoring will be based on the following:*

* *Response outlines the agency’s experience conducting housing inspections to ensure habituality standards are met and how staff are trained on ESG habitability standards*
* *Response describes how staff communicate with landlords around necessary repairs*
* *Response describes how and when staff pivot if repairs are not feasible or inhibit a participants ability to be quickly housed or remain housed*
* *Response describes how staff communicate changes or delays to units with participants and adapt plans based on their needs*

**7. All programs will be scored on 1) grievances and 2) unresolved and repeat HUD and City of Detroit HRD Homelessness Solution’s Division monitoring findings.**

1. **Has your agency and/or prevention program received any substantiated grievances in calendar year 2024? If so, note the number of grievances and describe what action steps have been put in place to address grievances. How are you working to prevent future grievances? In your response, include which staff positions are involved and their responsibilities.**

**If neither your program nor the agency have received any substantiated grievances in 2024, write “N/A”.**

1. **Does your agency or prevention program have any unresolved\* or repeat\*\* City of Detroit HRD Homelessness Solution’s Division or HUD monitoring findings? If so, note the number of unresolved and/or repeat findings and describe what action steps have been put in place to address and resolve them. In your response, include which staff positions are involved and their responsibilities.**

**If your program does not have any unresolved or repeat HRD or HUD monitoring findings, write “N/A”.**

*\*Unresolved findings are findings that are still open at the time of application submission*

*\*\*Repeat findings are findings found in 2024 and at least one year prior*

*Scoring will be based on the following:*

* *Full points will be awarded to programs without any substantiated grievances in 2024, unresolved or repeat monitoring findings*
* *Programs with substantiated grievances describe specific action steps to address grievances at an agency level, steps to prevent future grievances (e.g. implementing staff trainings, policy changes) and name the specific staff involved and their responsibilities*
* *Programs with unresolved or repeat monitoring findings describe, using specific examples, how the program is working to address and resolve findings as quickly as possible and name the specific staff involved and their responsibilities*

1. **Prevention Program Benchmarks**

*(Worth up to 10 points)*

**How will you ensure that the proposed program will meet the Prevention Performance Benchmark(s) in 2025-2026, as outlined in the NOFA Informational Packet? Detail how you will monitor and track performance.**

*Scoring will be based on the following:*

* *Response provides clear and comprehensive plan for regular monitoring and analysis of data, implementation of best practices and strategies to improve or maintain performance*
* *Response identifies staff who will be responsible for ensuring this process is executed*