

REQUEST FOR PROPOSALS
RFP#20EJ18902
OFFICE OF CONTRACTING
AND PROCUREMENT ON
BEHALF OF
MICHAEL E. DUGGAN, MAYOR
CITY OF DETROIT
HOUSING AND REVITALIZATION DEPARTMENT

NOTICE OF REQUEST FOR 2020-2021 HOMELESSNESS SOLUTIONS PROGRAM RFP TO APPLY FOR
EMERGENCY SOLUTIONS GRANT- CARES FUNDS PROPOSALS.

The City of Detroit invites homeless service provider organizations to submit proposals for projects to be funded by the 2020-2021 Homelessness Solutions ESG-CV program as funded through the U.S. Department of Housing & Urban Development (HUD).

All non-profit organizations that wish to provide homelessness prevention, street outreach, emergency shelter or rapid rehousing services may submit proposals.

This year, all 2020-2021 ESG-CV proposals must be prepared and submitted online using the City's "Oracle" system. Proposal applicants must register on Oracle before a proposal can be submitted. Proposals must be submitted via Oracle by **10:00 am (Eastern Daylight Time) on Wednesday, December 9, 2020**. Paper copies of Proposals will not be accepted. Public Recording of Proposal Submission takes place at 1:00 p.m.-2:00 p.m. (Eastern Daylight Time), Wednesday, December 9, 2020, via Zoom Meeting.

To obtain information regarding Oracle, please visit the City of Detroit Office of Contracting and Procurement webpage at <https://detroitmi.gov/supplier>.

PROPOSAL SELECTION & EVALUATION CRITERIA

Proposals submitted by the deadline, **Wednesday, December 9, 2020, by 10:00 a.m.**, and meeting the minimum threshold requirements will be reviewed and ranked by a proposal review panel. All applications will go through a selection and ranking process. Proposals will be selected and funded based on the applicant's ability to demonstrate their capacity to implement a successful program/activity, the City's priorities, project ranking, and available funding.

Selected proposals must meet **all** of the ESG-CV basic eligibility requirements to be considered for funding. **Proposals that do not meet the eligibility requirement will be eliminated from consideration.** Your proposal will only be considered for funding if you meet the Threshold Requirements.

Proposals passing threshold criteria review will be ranked and scored on a 100 point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 80 points to be recommended for funding.

Proposals will be ranked according to score and recommended for funding in rank order.

Proposals submitted by the **10am on Wednesday, December 9, 2020**, deadline will be evaluated by city agencies. Late proposals will not be accepted. Funding approval for proposals will be determined by the Mayor and City Council.

The 2020-2021 ESG-CV proposal packages with the required proposal forms will be available via Oracle on **Thursday, November 12, 2020**.

VIRTUAL ESG-CV WORKSHOP

The Housing and Revitalization Department (HRD) will conduct one ESG-CV "Proposal Workshops" to present details and answer questions regarding the Homelessness Solutions RFP. The workshops will be held as shown below:

PROPOSAL VITRUAL WORKSHOP

Thursday, November 19th 2020 from 1 p.m.-4 p.m., Proposal Overview Conference hosted by Terra Linzner, Housing and Revitalization Department. Register at <https://umich.zoom.us/meeting/register/tJ0rdOysrD0tHtLWYB-uWR1DFrk7-6NhGSn3>

Wednesday, December 2, 2020 from 10 a.m.-12:00 p.m., Pre-Proposal Zoom Conference and Oracle RFP Training (Access, Navigation, and Submission Tips) hosted by Elizabeth C. Ayana Johnson, Office of Contracting and Procurement. Register at <https://umich.zoom.us/meeting/register/tJwrce6orTksE9wl1odbHRu0tMCFVnNk83Y>

Workshop information and registration will be available on the City's website at <https://detroitmi.gov/departments/housing-and-revitalization-department> from there, click on **Public Notices**. The workshops are designed to help organizations successfully submit their Homelessness Solutions proposals. **Interested parties are strongly encouraged to attend this training session.**

Office of Contracting and Procurement RFP Contact:
Elizabeth Ayana Johnson, Contracting and Procurement Specialist
313-670-1441
johnsonea@detroitmi.gov

Notice of Non-Discrimination: The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex or sexual orientation. Complaints may be filed with the City of Detroit, Civil Rights, Inclusion, Opportunity, Coleman A. Young Municipal Center, Detroit, Michigan 48226.

CITY OF DETROIT, OFFICE OF CONTRACTING AND PROCUREMENT
ON BEHALF OF THE HOUSING AND REVITALIZATION DEPARTMENT (HRD)

ESG-CV ROUND 2 RFP 2020-2021

NOTICE OF FUNDING AVAILABILITY

RFP#: 20EJ18902 Date Released: November 12, 2020 Closing Date: December 9, 2020

TABLE OF CONTENTS

Introduction	4
Detroit Homelessness System Overview	4
Community Values and Priorities	5
Values	5
Priorities for this ESG-CV RFP	6
Eligible Activities	7
Match Requirements	7
Continuous Improvement Commitment	7
HUD System Performance Measures	7
Performance-Based Contracts	7
A. Funding Available	8
1. Estimated Awards	8
Data Collection (HMIS) Funding	8
2. Subrecipient Grant Term	9
3. Subrecipient Expectations and Requirements	9
B. Program Components and Additional Information	9
1. Homeless Management Information System (HMIS)	10
2. Homeless Outreach and Housing Navigation Component	10
Funding Priorities	10
Target Population	10
Eligible Activities	10
Engagement	11
Case Management	11
Transportation	11
Emergency Health Services	11
Services for Special Populations	12
ESG-CV Eligible Activities	12
Scope of Service	12
3. Emergency Shelter/ Warming Center	13
Funding Priorities	13
Target Population	13
Eligible Activities	13
Housing-Focused Case Management	13
	1

Shelter Operations	14
Outpatient Health Services	14
Services for Special Populations	14
ESG-CV Eligible Activities	15
Scope of Service	15
4. Rapid Re-Housing (RRH) Component	16
Funding Priorities	16
Target Population	16
Scope of Service	16
Rental Assistance	16
Housing Relocation and Stabilization Services	17
<i>ESG-CV Eligible Activities</i>	18
Program Design	18
5. Homeless Prevention Component	19
Funding Priorities	19
Target Population	19
Scope of Services	20
Rental Assistance	20
Housing Relocation and Stabilization Services	20
ESG-CV Eligible Activities	21
C. Ineligible Activities for all Components	22
D. Application Instructions	23
Application Requirements	23
Submission Method	23
Timeline	24
Completeness	24
Procurement and Non Discrimination Notice	24
Grievance, Appeals, and Termination Procedures	24
E. Review and Scoring of Proposal	25
Applicants Scoring Grid	25
Homeless Management Information Systems (HMIS)	27
A. Application Cover Sheet	28
B. Threshold Requirements	29
Expansion Applications	29

New Applications	29
C. Narrative Questions	31
Organizational Experience in Addressing Homelessness	31
Financial Capacity	33
D. Implementation Plans by Component	34
Component #1- Street Outreach <i>and Housing Navigation</i>	34
Component #2- Emergency Shelter/Warming Center	36
Component #3- Rapid Re-Housing	39
Component #4- Homelessness Prevention	41
F. Forms and Attachments Checklist	43
Instructions	43
Checklist A	44
Form 2	44
Form 3	44
Checklist B	45
Appendix A: Eligible Program Participants	47
Appendix B: “Running and saving the CoC APR as a PDF”	50
Methodology	52
Implementation	54
Street Outreach Performance Measures	54
Navigation Performance Measures	55
Emergency Shelter Performance Measures:	55
Warming Center Performance Measures:	55
Rapid Re-Housing Program Performance Measures	55
Prevention Program Performance Measures	56
Definitions	56

INTRODUCTION

The City of Detroit (the City) is committed to making homelessness rare, brief and non-recurring for its residents. As such, we work closely with the Detroit Continuum of Care (CoC), provider organizations, supportive housing developers, and funders to provide a broad array of housing opportunities intended to prevent and end homelessness for households in need. The U.S. Department of Housing and Urban Development (HUD), along with the City and its community partners, expects that our system of service makes steady progress toward reducing homelessness, including decreasing the number of people entering the system, shortening the duration of homelessness, and limiting recurrent episodes of homelessness.

The City is seeking proposals for up to approximately \$5.8 million in Emergency Solutions Grant CARES Act (ESG-CV) funding for homeless service providers in the City to assist with responding to the COVID-19 pandemic, subject to the availability and appropriation of funds. *This is the second round of ESG-CV funding and thus will be referred to as ESG-CV II in this document (the first round of ESG-CV funding was awarded through RFP #20DM18638 published in July 2020 and thus referred to as ESG-CV I).*

The City's overarching goal for this funding is to preserve life and health through investments that will help prevent the further spread of COVID in homeless populations and promote community goals and priorities to reduce homelessness and increase exits from homelessness to permanent housing (as identified in this RFP). ESG-CV funds must be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are experiencing homelessness or receiving homeless assistance. The funds can pay for COVID-related activities dating back to January 21, 2020.

In response to COVID, as part of pandemic recovery efforts, **the City is investing significantly in rehousing programs and will prioritize proposals for housing-focused shelter services and Rapid Re-Housing (RRH) programs** that can be quickly implemented to help clients exit homelessness into permanent housing. Read more in the Community Values and Priorities section.

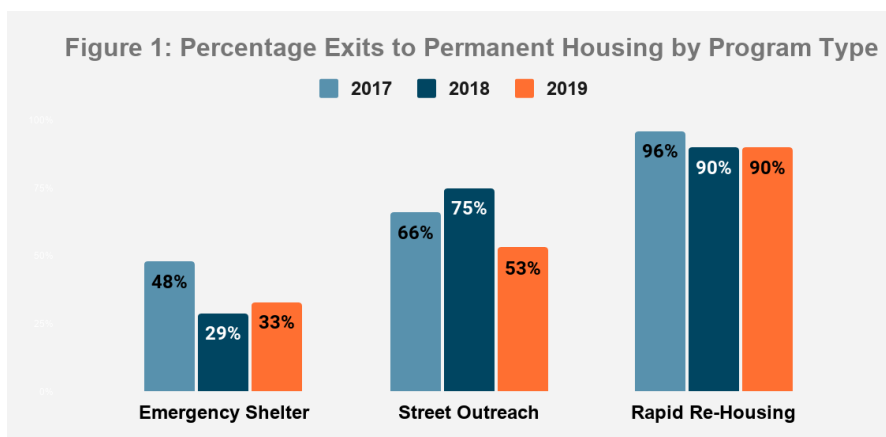
DETROIT HOMELESSNESS SYSTEM OVERVIEW¹

Detroit's homelessness response system uses a spectrum of programming to prevent, divert, or end homelessness. Prevention and diversion programs are the least service intensive and the front end of this spectrum, continuing to street outreach, emergency shelter, and finally to permanent housing programs that are the most service intensive, including Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH). In 2019, 10,006 households experienced homelessness in Detroit, Hamtramck, and Highland Park, a 7% decrease from 2018 numbers and a 24% decrease from 2017. Of these households, 23% are chronically homeless, meaning that they have experienced long-term homelessness in conjunction with having a long-term disability and thus need a higher level of intervention to gain and maintain housing stability. While Detroit's coordinated entry system, the Coordinated Assessment Model (CAM), was able to successfully divert 31% of all households from entering the homelessness system, the system had to respond to the needs of the other 69%.

¹ Data shared in this section comes from the [2019 CAM Annual Report](#) and the [2019 State of Homelessness Report](#) published by Detroit CoC lead, the Homeless Action Network of Detroit

Detroit’s 2019 homeless response included 3,914 emergency shelter referrals and 582 referrals to permanent housing programs, of which 334 were RRH referrals and 238 were PSH referrals. To put this into perspective, based on scores from a common assessment tool, only 15% of households in need of RRH received a referral and only 25% of households in need of PSH received a referral based on availability of these resources. **To increase the number of households exiting homelessness into permanent housing, this RFP seeks applications for programs that will provide housing-focused services that result in permanent housing for households served by all program types (i.e. not only permanent housing programs).**

This RFP also seeks providers that will incorporate and move the needle on the Community Values and Priorities listed in the next section. The priorities listed below were set to improve our system’s performance and provide higher quality services that result in quickly ending homelessness for the households we serve. This includes decreasing the length of time a household stays in emergency shelter enduring homelessness (over 60 days since 2017) and increasing the number of exits to permanent housing across all program types (see Figure 1). Programs funded through this RFP will provide the capacity to serve more households and improve housing-focused service quality that will have an impact on exits to permanent housing and length of time homeless.



COMMUNITY VALUES AND PRIORITIES

The following goals and priorities incorporate those from Detroit’s Joint Statement on Priorities: Responding to Homelessness During COVID-19 Pandemic, along with additional priorities developed in collaboration with the City, CoC lead Homeless Action Network of Detroit (HAND), and various other community stakeholders. With this rare opportunity of new ESG funding, the community wishes to take bold steps towards significantly reducing homelessness in Detroit. **Projects that align with these values and priorities will be prioritized for ESG-CV funding.**

VALUES

- **Flexibility:** Change is constant and we must adapt and consistently respond to emerging ideas and challenges, or try new and innovative ideas to meet client needs.
- **Promoting equity:** We demonstrate a commitment to equity through: inclusive, transparent and thorough decision-making processes and communication; regular examination of equitable outcomes, and diverse representation across the board and committees.
- **Data Driven:** Our community expects transparent and open decision making, rooted in data that is disaggregated by race, where possible.

- **Collaboration and partnerships:** We believe that homelessness does not exist in a vacuum. To be successful - inclusiveness, engagement, collaboration and cross-systems partnership are required.
- **Continuous improvement:** We commit to continuous learning and improving the access to and delivery of services to meet client needs.
- **Accessibility:** We believe that all persons should have access to housing regardless of race, age, gender, sexual identity, sexual orientation, mental health, substance use, or any other factor that people may use to discriminate. We also believe that all persons have the right to safe, affordable, and sustainable housing.

PRIORITIES FOR THIS ESG-CV RFP

- **Prevent, Prepare for and Respond to COVID-19:** People experiencing homelessness often have a higher risk for exposure to communicable diseases and have little access to health care systems and treatment in their communities. Detroit is committed to slowing the spread of the virus and protecting all individuals, especially those at increased risk for severe illness.
- **Prevent and End Family Homelessness in Detroit:** Detroit is committed to preventing families with children from experiencing homelessness, and ensuring that when families do experience homelessness they are able to quickly regain permanent housing. Ending family homelessness means that system outflow into permanent housing is greater than system inflow into the homeless system. To achieve this, we will need to:
 - Strengthen housing solutions specifically for families;
 - Prevent additional families from entering homelessness; and
 - Deepen partnerships with domestic violence service partners, educational systems, behavioral health systems of care and other community based service partners to ensure families are able to remain safely and stably housed.
- **Enhance System Capacity:** Grow the network of agencies that are providing homeless services and receiving ESG-CV funding to increase the overall capacity of the system.
- **Lift Up Lived Experience:** Expand the inclusion of persons with lived expertise/experience in the design of, planning for and evaluation of projects, services, and programs.
- **Increase Housing Focus:** All programs should align with Housing First principles:
 - Shelters maintain low barriers with enhanced, housing-focused case management services.
 - Enhance outreach and engagement beyond meeting basic needs by getting clients “document ready²” and providing housing navigation.
 - RRH programs act urgently to quickly house clients and have high quality, tenant-centered housing search and stabilization services.
- **Improve Service Quality and Connections:**
 - Outreach, shelter and RRH programs should enhance connections to mainstream services, especially connections to mainstream benefits and health care (physical and behavioral).
 - Flexible, participant-driven and strengths-based service delivery.
- **Target Homelessness Prevention:** Prevention programs are targeted to those most at risk of homelessness and build upon existing diversion and eviction prevention efforts.
- **Improve and Use Data:** Improve all program/project internal capacity to collect and enter quality data, including COVID-related data, and use that data to improve services.

² For purposes of this RFP, “document ready” is defined as when a client has obtained all required documents needed for obtaining permanent housing

ELIGIBLE ACTIVITIES

ESG-CV funds must be used for the following activities: Homeless Management Information System (HMIS), Street Outreach and Housing Navigation, Emergency Shelter, Warming Center, Rapid Re-Housing, and Homelessness Prevention.

MATCH REQUIREMENTS

There are no match requirements for ESG-CV funding.

CONTINUOUS IMPROVEMENT COMMITMENT

The City of Detroit and the Detroit CoC are committed to continuous improvement to meet the needs of residents in a housing crisis as effectively as possible. Continuous improvement efforts are monitored and tailored in a number of ways, including subrecipient monitoring, oversight of programmatic expectations, and collecting and tracking performance data. Two critical ways the City and the CoC work to monitor performance through data are the System Performance Measures and the Performance-Based Contracting explained below.

HUD SYSTEM PERFORMANCE MEASURES

Our community's performance on HUD's identified [System Performance Measures \(SPMs\)](#)³ are an important driver of competitive HUD funding. The SPMs provide community level data to assess how well a system is serving those experiencing homelessness. HUD looks at a broad range of metrics, including the number of new households entering homelessness, the length of time households stay homeless, and exits to and retention of permanent housing. The SPM reports use all the data entered into each community's Homeless Management Information System (HMIS) to determine how well the community is serving households experiencing homelessness. Included in Detroit's SPMs is data from clients served by ESG and CDBG programs funded through the City of Detroit. With that in mind, the City is focusing intently on both systemwide and subrecipient performance related to these system measures. This RFP's Introduction includes SPM data from 2017-2019, including length of time homeless and exits to permanent housing.

PERFORMANCE-BASED CONTRACTS

The City has identified activities that support SPMs and has also generated community-level performance benchmarks using HMIS. Awarded projects for ESG-CV eligible activities will enter into performance-based contracts with the City of Detroit. The City shifted to performance-based contracts in the 2019-2020 program year to drive quality improvement in services and better permanent housing outcomes. Now, in the second year of implementation, performance-based contracts will require tracking performance against community performance measures and making improvements where necessary. Measures for each funded activity are outlined in the [City of Detroit's Policies and Procedures Manual](#) for ESG homeless programs. Community performance benchmark methodology, measures, and goals by program type are detailed in Exhibit C. Additional details on performance-based contracts and expectations will be outlined in award letters for projects funded through this RFP.

³ <https://www.hudexchange.info/programs/coc/system-performance-measures/#guidance>

PART I: PROGRAM AND APPLICATION REQUIREMENTS

A. FUNDING AVAILABLE

1. ESTIMATED AWARDS

Subrecipient requests should be for a minimum of \$100,000 to operate programs that are in compliance with ESG-CV funded activities. Funding will be awarded based on the quality and quantity of proposals received. The City anticipates awarding approximately \$100,000 in funds for Street Outreach and Navigation, approximately \$450,000 in funds for Homeless Prevention projects, approximately \$2,000,000 in funds for Emergency Shelter, and approximately \$3,000,000 for Rapid Re-Housing projects, depending on project characteristics and the number of applications received. The City reserves the right to increase or decrease the estimated allocations without notice if circumstances merit such an adjustment.

Disclaimer: The City of Detroit reserves all rights not expressly stated in this RFP, including making no awards, awarding partial funding, increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other items of any contract resulting from this RFP.

Agencies must limit the administrative line item “indirect costs” to no more than 10% of the total grant award budget. Indirect costs include accounting and financial services and staff; staff that oversee the operations of a program, such as a Director, or anything else that supports the program, but does not directly impact clients served. Costs associated with staff in the roles cannot be included in the program salary line item unless a portion of their time is designated for direct client interaction.

DATA COLLECTION (HMIS) FUNDING

All funded applicants will be awarded a per-project allocation of approximately \$10,000 for HMIS operations to support costs of maintaining and contributing data to the HMIS, including expenses such as hardware, staff costs, and related expenses (Section 576.107 of the [ESG Interim Rule](#)). *New this year, agencies are not limited in the amount of their budget that can be allocated for data collection.*

Please note: Projects that received an ESG-CV 1 award in the City’s July 8, 2020 procurement (RFP #20DM18638) may also be eligible for HMIS operations support of up to \$10,000 per project. To apply for HMIS funds to supplement your ESG-CV 1 award, please skip to the HMIS Application section of this RFP.

If you anticipate that your organization may require additional HMIS funds above this allocation (i.e. applying for other program components), you must complete the entire grant application, Part I and Part II, including justification for the additional request.

2. SUBRECIPIENT GRANT TERM

Subrecipient awards are for 12-month grant terms.

3. SUBRECIPIENT EXPECTATIONS AND REQUIREMENTS

Eligible applicants include private, nonprofit, tax-exempt organizations that plan to provide Street Outreach, Navigation, Emergency Shelter, Warming Center, Rapid Re-Housing, and/or Homelessness Prevention services. All subrecipients must:

- a) Record all client-related data and activity within 48 hours using the CoC-established HMIS, or a comparable database if serving survivors of domestic violence, and provide all required quarterly [HUD ESG-CV Consolidated Annual Performance and Evaluation Report \(CAPER\)](#) reporting;
- b) Participate in the CoC through CoC membership and respective program-specific workgroups and committees;
- c) Participate actively in Detroit's system-wide coordinated entry, the Coordinated Assessment Model (CAM), including taking all referrals through CAM;
- d) Provide services consistent with a "Housing First" and "Low Barrier" approach; and
- e) Comply with all requirements in their subrecipient agreements and the [City of Detroit's Homeless Programs Policy and Procedure Manual](#).

Organizations that do not currently use the Detroit HMIS system must demonstrate participation in an HMIS system for at least one (1) full year through submission of Form 1a OR submit a data tracking plan (Form 1b) that demonstrates their ability to use HMIS successfully. See the RFP attachments for form templates. For organizations serving survivors of domestic violence, the City must approve an HMIS-comparable database upon receipt of award notice; **the comparable database must be able to generate the HUD mandated ESG-CV CAPER** at least once per quarter during the grant term.

B. PROGRAM COMPONENTS AND ADDITIONAL INFORMATION

As mentioned previously, ESG-CV funds must be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are experiencing homelessness or are receiving homeless assistance. The funds may be used for the following program components: HMIS, Street Outreach, Housing Navigation, Emergency Shelters, Warming Centers, Rapid Re-Housing, and Homelessness Prevention.

Please note: The City of Detroit requested a waiver of certain HUD regulations for programs operating within the Detroit CoC (MI501). The Waiver went into effect on April 18, 2020. Information regarding the City of Detroit's Waiver Request and eligible uses of ESG-CV can be found [here](#). All eligible clients must be served without any additional participation requirements, targeting, or entry criteria.

1. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

Systemwide HMIS activities will be funded in three ways by this second round of ESG-CV funds. First, as the HMIS lead, the Homeless Action Network of Detroit (HAND) will receive a direct allocation rather than through a competitive process. Second, ESG-CV II awarded projects under other components will also be allocated \$10,000 per project to support maintaining and contributing data in HMIS. Third, projects that received an ESG-CV I award in the City's July 8, 2020 procurement may also be eligible for HMIS operations support of up to \$10,000 per project. To apply for HMIS funds to supplement your ESG-CV I award, please skip the HMIS Application section of this RFP.

2. HOMELESS OUTREACH AND HOUSING NAVIGATION COMPONENT

Up to \$100,000 of ESG-CV II may be available in this RFP for this component.

FUNDING PRIORITIES

Projects that align with the values and priorities outlined in the RFP Introduction will be prioritized for funding. For example, preference will be given to Homeless Outreach and Housing Navigation projects with:

- Strong housing-focused case management that is client centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits, such as income/employment and health;
- Demonstrated success in exits to permanent housing, with the understanding that households do not first require a shelter stay in order to obtain permanent housing;
- A strong mental health and crisis management service delivery model;
- Plans to incorporate hazard pay, volunteer incentives, portable bathrooms and handwashing stations, and training on COVID-19 prevention and mitigation; and
- Flexible, participant-driven, and strengths-based service delivery that goes beyond basic needs

TARGET POPULATION

This component will support outreach and housing efforts for individuals and families experiencing **unsheltered** homelessness, thus sleeping on the streets, in cars, or in other places not fit for human habitation. For the definition of unsheltered homelessness refer to the [Homeless Definition Final Rule](#).

ELIGIBLE ACTIVITIES

Street Outreach and Housing Navigation projects awarded in the July 2020 ESG-CV I RFP will be eligible for additional ESG-CV II funds. ESG-CV activities allow for Street Outreach funds to be used for hazard pay, volunteer incentives, portable bathrooms and handwashing stations, and training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness. See [ESG-CV HUD Notice](#) for additional information.

The HUD ESG Program allows for six eligible activities funded under Outreach and Housing Navigation, however the City of Detroit focuses the bulk of the awards on three eligible activities: Engagement, Case Management, and Transportation. Per the ESG Interim Rule these activities are defined as:

ENGAGEMENT

The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, Permanent Supportive Housing, and Rapid Re-Housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities. COVID-19 related engagement services also cover costs of hand sanitizer, soap, tissue packets, masks, disposable gloves, other personal protective equipment to keep staff and consumers safe.

CASE MANAGEMENT

The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participants. Eligible services and activities include: using the centralized or coordinated assessment system as required under 24 CFR 576.400(d); conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, coordinating medical care as needed, as well as achieving permanent housing stability. COVID19- related case management services also include coordinating medical care.

TRANSPORTATION

The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:

1. The cost of a program participant's travel on public transportation
2. Mileage allowance for service workers to visit program participants, if service workers use their own vehicles
3. The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants. The cost of gas, insurance, taxes, and maintenance for the vehicle
4. The cost of subrecipient staff time to accompany or assist program participants to use public transportation
5. COVID-19 related- Train or bus tokens, taxi or rideshare for program participant travel to and from medical care

EMERGENCY HEALTH SERVICES

Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered persons are living. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

SERVICES FOR SPECIAL POPULATIONS

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. While all the activities listed above are allowable under HUD regulations, the City of Detroit's primary focus is engagement and case management to link unsheltered households with shelter, permanent housing, and other services.

ESG-CV ELIGIBLE ACTIVITIES

HUD has released [Waivers and Alternative Requirements for ESG-CV](#) (the Notice), these additional activities include:

- **Training:** Funds to provide training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.
- **Hazard Pay:** Funds may also be used for hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among persons who are homeless or at-risk of homelessness.
- **Volunteer Incentives:** Funds may be used to pay to provide reasonable incentives to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak.
- **Handwashing Stations and Portable Bathrooms:** Funds may be used for installing and maintaining handwashing stations and bathrooms (e.g. porta potties) in outdoor locations for people experiencing unsheltered homelessness. Allowing ESG-CV funds to pay for the costs of handwashing stations and bathroom facilities will help prevent the spread of coronavirus by providing people living in unsheltered locations regular access to bathrooms and the ability to wash their hands.

SCOPE OF SERVICE

The goal of outreach and navigation is to make connections to stable housing with tailored services and supports of a client's choice, such as health and behavioral health care, transportation, access to benefits, and more, through **person-centered, trauma-informed services rooted in Housing First and harm reduction**. This funding opportunity is to support existing and/or newly awarded 20'21 Homelessness Solutions grantees funded under Street Outreach and Housing Navigation. Programs are encouraged to take advantage of the flexibilities under ESG-CV to provide housing-focused services and quickly move clients off the streets and into permanent housing. Agencies will need to demonstrate that ESG-CV II funds will be used to meet the needs of the unsheltered homeless population and frontline staff to stay safe and healthy during the COVID-19 pandemic.

3. EMERGENCY SHELTER/ WARMING CENTER

Approximately \$2,000,000 of ESG-CV may be available in this RFP for this component (an additional \$1M of ESG-CV funds will be made available in the City of Detroit's Public Facility Rehab RFP to be released on November 23, 2020).

FUNDING PRIORITIES

Projects that align with the values and priorities outlined in the RFP Introduction will be prioritized for funding. For example, preference will be given to shelter projects with:

- Strong housing-focused case management that is client centered and trauma-informed;
- Demonstrated success in exits to permanent housing;
- Demonstrated success in connecting clients to mainstream benefits, such as income/employment and health;
- Onsite programs and amenities that go beyond basic needs. Examples include, but are not limited to, quiet spaces, learning labs, onsite health services, onsite employment services, etc.; and
- Flexible, participant-driven, and strengths-based service delivery

TARGET POPULATION

Funds under the Emergency Shelter component may be used to provide short-term emergency housing and/or drop in centers for homeless families, single men and women, and youth experiencing homelessness, as defined by all categories of the [Homeless Definition Final Rule](#).

Seasonal Emergency Shelter (Warming Centers) may also be provided to serve homeless families, single men and women, and youth experiencing homelessness. This component with short-term emergency shelter operates as a first line of defense to freezing temperatures for those experiencing homelessness between the months of November and March.

ELIGIBLE ACTIVITIES

HUD ESG Program allows a number of eligible activities as part of the essential services for individuals and families experiencing homelessness and residing in emergency shelters. For a comprehensive list of all eligible activities, please refer to the [City of Detroit's Policy and Procedure manual](#). Due to COVID-19, the City encourages applicants to apply for Eligible ESG Program Costs for Infectious Disease Preparedness. More information can be found [here](#). **Note: The City of Detroit prioritizes housing-focused case management over other services.**

HOUSING-FOCUSED CASE MANAGEMENT

The goal of emergency shelter is to provide a safe environment for those in a housing crisis AND to ensure that services and support are provided that ensure a person's time in a housing crisis is both rare and brief. While HUD defines "essential services" widely, the City of Detroit requires all emergency shelters to provide the coordination of or direct housing-focused case management services to all persons in a housing crisis being served by their agency. The cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant is eligible. Shelter providers must ensure their case management ratios

allow for the implementation of housing-focused case management. Housing-focused case management activities consist of:

- Using the centralized or coordinated assessment system as required under 24 CFR §576.400(d);
- Conducting the initial evaluation required under 24 CFR § 576.401(a), including verifying and documenting eligibility;
- Counseling;
- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- Monitoring and evaluating program participant progress;
- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault, and stalking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability;
- Assisting program participants in obtaining permanent housing and required documentation; and
- Case management services, such as housing plans and case notes, and documentation of case management activities in the client's chart and HMIS when applicable.

SHELTER OPERATIONS

Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Shelters may also submit costs associated with maintaining a sanitary shelter environment that will help to keep staff and participants healthy. Please refer to [Shelter Management During an Infectious Disease Outbreak](#) for additional guidance. Eligible items include cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops; personal protective equipment such as masks, disposable gloves; program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets; cots, room dividers; washers, dryers,; bus fare, taxi or rideshare for program participant travel to and from medical care.

OUTPATIENT HEALTH SERVICES

Eligible costs are for the direct outpatient treatment of medical conditions that are provided by licensed medical professionals. ESG funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

SERVICES FOR SPECIAL POPULATIONS

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of 24 CFR 576.102. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters,

and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

ESG-CV ELIGIBLE ACTIVITIES

HUD has released [Waivers and Alternative Requirements for ESG-CV](#) (the Notice), these additional activities include:

- **Training:** Funds to provide training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.
- **Hazard Pay:** Funds may also be used for hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among persons who are homeless or at-risk of homelessness.
- **Volunteer Incentives:** Funds may be used to pay to provide reasonable incentives to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak.

SCOPE OF SERVICE

The goal of the shelter system as a whole is to provide a safe, accessible place to stay for those experiencing homelessness and to move them towards and into appropriate and stable permanent housing. Shelters achieve this ultimate goal by connecting homeless households with appropriate permanent housing options, as well as other services and community resources that will help them obtain or maintain housing. The City will provide funding under the Emergency Shelter component to shelters and seasonal warming centers for eligible activities associated with the provision of essential services and shelter operations as outlined in the [City of Detroit's Policy and Procedure manual](#).

Please note: In this RFP, the City will not accept applications for major renovation/ rehabilitation projects. Organizations with renovation or rehabilitation needs are encouraged to apply through the City of Detroit's Public Facility Rehab RFP, with an expected release date of November 23, 2020.

4. RAPID RE-HOUSING (RRH) COMPONENT

Approximately \$3,000,000 of ESG-CV may be available in this RFP for RRH.

FUNDING PRIORITIES

Projects that advance the City of Detroit’s commitment to end family homelessness, seek to rehouse high-risk populations to limit the spread and impact of COVID-19, and that align with the values and priorities outlined in the RFP Introduction will be prioritized for funding. Preference will be given to RRH projects with:

- A staffing structure designed specifically to support homeless families with children (maximum case management ratio of 1:25);
- High quality tenant-centered housing search resources and experience (please see [this link](#) on RRH case management practices);
- A demonstrated progressive engagement model;
- Strong housing-focused case management that is client centered and trauma-informed
- Demonstrated success in connecting clients to mainstream benefits, such as income/ employment and health;
- Demonstrated success in exits to permanent housing;
- A direct connection to workforce development;
- Flexible, participant-driven, and strengths-based service delivery; and
- A clearly articulated plan to respond to coronavirus as it relates to the health and safety of people experiencing homelessness.

TARGET POPULATION

The RRH component is designed to serve individuals and families experiencing homelessness, as defined by categories 1 and 4 of the [Homeless Definition Final Rule](#). Through this RFP, the City will give preference to qualified applicants that intend to create RRH opportunities for families and to qualified applicants whose program design and unit mix are flexible enough to serve either families or individuals. RRH programs may only serve clients referred by the CAM, Detroit’s coordinated entry system.

Please note: *The City of Detroit requested a waiver of certain HUD regulations for programs operating within the Detroit CoC (MI501). The Waiver went into effect on April 18, 2020. Information regarding the City of Detroit’s Waiver Request and eligible uses of ESG-CV can be found [here](#). All eligible clients must be served without any additional participation requirements, targeting, or entry criteria.*

SCOPE OF SERVICE

ESG-CV funds may be used for operating and financial assistance expenses associated with the two (2) RRH activities described below:

RENTAL ASSISTANCE

Funds will be used to provide light touch and medium-term rental assistance to assist persons with moving from a homeless situation into permanent, stable housing as indicated below.

- Short-term rental assistance:
 - Security Deposits
 - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
 - Short-term rental assistance (up to 3 months)
- Medium-term rental assistance:
 - Security Deposits
 - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
 - Medium-term rental assistance (up to 12 months per ESG-CV II limitations)
- Any combination of the above, as outlined in the [CoC Rapid Re-Housing Policies and Procedures](#).

HOUSING RELOCATION AND STABILIZATION SERVICES

Funds will be used to support case management staff who will work with persons and/or households who are homeless to ensure long term housing stability during the program and after the rental assistance term ends. Such services will include meeting with the household at least once a month and providing participants with the necessary assessment and services to assist them with locating, moving into, and maintaining permanent housing, as well as developing a plan to assist the program participant retain permanent housing after the ESG assistance ends. These funds may also be used to provide direct financial assistance to assist households who are experiencing homelessness with moving into housing as described below:

- Rental application fees
- Security deposit
- Last month's rent
- Moving costs
- Utility deposits
- Utility payments

Please note: Agencies are no longer allowed to transfer clients into City of Detroit RRH programs with the following exceptions:

1. MSHDA ESG transfers
2. City of Detroit RRH programs that are closing and are transitioning their clients into another City of Detroit RRH program.

All transfers must follow the transfer procedure outlined in the [City of Detroit Policies and Procedures Manual](#).

ESG-CV ELIGIBLE ACTIVITIES

HUD has released [Waivers and Alternative Requirements for ESG-CV](#) (the Notice), these additional activities include:

- **Training:** Funds to provide training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.
- **Hazard Pay:** Funds may also be used for hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among persons who are homeless or at-risk of homelessness.
- **Landlord Incentives:** Funds may be used to pay for landlord incentives that are reasonable and necessary to obtain housing for individuals and families at risk of or experiencing homelessness. ESG-CV funds used for landlord incentives may not exceed three times the rent charged for the unit. Eligible landlord incentive costs include:
 - Signing bonuses equal to up to 2 months of rent;
 - Security deposits equal to up to 1.5 months of rent;
 - Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and
 - Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.
- **Volunteer Incentives:** Funds may be used to pay to provide reasonable incentives to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak.

PROGRAM DESIGN

RRH program design should support the City of Detroit and Detroit CoC's commitment to end family homelessness through the provision of low-barrier approaches that quickly connect families experiencing homelessness to safe, affordable, and sustainable housing opportunities complemented by ongoing services that are designed to stabilize families and to prevent future returns to homelessness. Additionally, project design should support the City's work to prevent, prepare for, and respond to COVID-19 with particular attention paid to high-risk populations including older adults, racial and ethnic minorities, people with medical conditions, and people with disabilities. Please see [this resource](#) describing the core components of RRH.

While All RRH programs are expected to have a [progressive engagement model](#), the City is seeking applications to fund three (3) different RRH program design models listed below. **Applicant organizations may apply for one or more program models.**

- **Centralized Housing Search:** provision of system-wide, centralized landlord engagement program offering housing search, landlord navigation and landlord incentive services for households referred to a permanent housing resource. The City will only fund one agency to operate this program model.

- **Short-Term RRH Assistance:** provision of system-wide housing startup costs, arrears payments, first month's rent, security deposits and housing stabilization services for households that do not require long term rental assistance support.
- **Medium-Term RRH Assistance:** provision of housing search and responsive, person-centered financial assistance including housing startup costs, arrears payments, security deposits, rental assistance, and housing stabilization services designed to provide each household referred with what it needs to exit homelessness and become stable in permanent housing.

All organizations providing RRH will need to follow local expectations outlined in the [CoC Rapid Re-Housing Policies and Procedures](#), including policies on length of service provided and rental payments for program participants. The City of Detroit RRH programs will no longer accept client transfers (see note above).

5. HOMELESS PREVENTION COMPONENT

Approximately \$450,000 of ESG-CV may be available in this RFP for Homeless Prevention.

FUNDING PRIORITIES

Projects that advance the City of Detroit's commitment to end family homelessness, seek to prevent homelessness among high-risk populations to limit the spread and impact of COVID-19, and align with the values and priorities outlined in the RFP Introduction will be prioritized for funding. Preference will be given to Homeless Prevention projects with:

- High quality tenant-centered housing search resources and experience;
- Strong housing-focused case management that is client centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits such as income/employment and health care;
- Demonstrate a progressive engagement model;
- Demonstrated success in exits to permanent housing;
- Direct connection to workforce development;
- Flexible, participant-driven, and strengths-based service delivery; and
- A clearly articulated plan to respond to coronavirus as it relates to the health and safety of people experiencing homelessness.

TARGET POPULATION

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](#), also found in Appendix A, or who are at-risk of becoming homeless and have an annual income at or below 50% of area median income for the area as determined by HUD. Agencies must take care to ensure proper documentation is obtained and stored with agency and client files. Prevention programs may only serve clients referred by the CAM coordinated entry system unless they are also being assisted with eviction prevention services.

Please note: The City of Detroit requested a waiver of certain HUD regulations for programs operating within the Detroit CoC (MI501). The Waiver went into effect on April 18, 2020. Information regarding the City of Detroit's Waiver Request and eligible uses of ESG-CV can be found [here](#). All eligible clients must be served without any additional participation requirements, targeting, or entry criteria.

SCOPE OF SERVICES

Homeless 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 achieve stability by moving into other permanent housing. Eligible homeless prevention support services activities or programs are designed to prevent an incidence of homelessness. Funds may be used for the operations and direct financial assistance associated with the two (2) Homeless Prevention activities described below:

RENTAL ASSISTANCE

Funds will be used to provide One-Time Assistance and Short-Term Rental Assistance to prevent households from experiencing homelessness:

- One-Time Assistance:
 - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
 - Payment of security deposit and/or First month's rent (one-time payment of up to 1.5 month's rent)
- Short-Term Rental Assistance:
 - Security deposits
 - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
 - Short-term rental assistance (up to 3 months)

HOUSING RELOCATION AND STABILIZATION SERVICES

Housing relocation and stabilization services will be used to support case management staff who will work with Prevention participants to ensure long-term housing stability after the assistance ends. Such services will include meeting with the household regularly and providing participants with the necessary assessment and services to assist them with locating, moving into, and/or maintaining permanent housing. These funds may also be used to provide direct financial assistance to households who are at risk of experiencing homelessness with moving into housing as described below:

- Rental application fees
- Security deposit
- Last month's rent
- Moving costs
- Utility deposits
- Utility payments

ESG-CV ELIGIBLE ACTIVITIES

HUD has released [Waivers and Alternative Requirements for ESG-CV](#) (the Notice), these additional activities include:

- **Training:** Funds to provide training on infectious disease prevention and mitigation for staff working directly to prevent, prepare for, and respond to coronavirus among persons who are homeless or at risk of homelessness.
- **Hazard Pay:** Funds may also be used for hazard pay for staff working directly to prevent, prepare for, and respond to COVID-19 among persons who are homeless or at-risk of homelessness.
- **Landlord Incentives:** Funds may be used to pay for landlord incentives that are reasonable and necessary to obtain housing for individuals and families at risk of or experiencing homelessness. ESG-CV funds used for landlord incentives may not exceed three (3) times the rent charged for the unit. Eligible landlord incentive costs include:
 - Signing bonuses equal to up to 2 months of rent;
 - Security deposits equal to up to 1.5 months of rent;
 - Paying the cost to repair damages incurred by the program participant not covered by the security deposit or that are incurred while the program participant is still residing in the unit; and
 - Paying the costs of extra cleaning or maintenance of a program participant's unit or appliances.
- **Volunteer Incentives:** Funds may be used to pay to provide reasonable incentives to volunteers who have been and are currently helping to provide necessary street outreach, emergency shelter, essential services, and housing relocation and stabilization services during the coronavirus outbreak.

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

- Coordinate with mainstream services, including but not limited to Michigan Department of Health and Human Services (MDHHS) and the 36th District Court;
- Conduct Housing Quality Standard (HQS) and habitability inspections, as well as lead compliance as required; and
- Serve all eligible clients without additional entry criteria or participation requirements.

Additional HUD 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. The lease must be in participant's name and participant must retain the lease in the same name once they exit the program; and

- 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.

C. INELIGIBLE ACTIVITIES FOR ALL COMPONENTS

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

- Staff recruitment;
- Facilities/equipment depreciation;
- Costs associated with the operation of the parent organization other than those associated with funded ESG/ESG-CV specific program;
- Costs associated with organizational outreach, advertisements, pamphlets, surveys, etc.;
- Staff training (except ESG-CV eligible activities), 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; and
- Rental assistance in any unit in which the subrecipient or subsidiary has one percent (1%) or more ownership interest in the property.

D. APPLICATION INSTRUCTIONS

APPLICATION REQUIREMENTS

In order for an application to be accepted, the application MUST:

- Meet threshold criteria (as outlined in Part I, Section B)
- Include the submission of Part II of this application
- Include all applicable forms and attachments (listed in the Checklist section of this document)
- Meet the required deadline of **December 9, 2020 by 10am**

Please note: The City will require only one application per organization, even when applicants are seeking funding for multiple components. **Applications that do not meet threshold criteria (see Part II, Section B) or that do not meet the deadline will not be accepted.**

Applicants must upload attachments and forms per the following instructions. **Failure to upload and/or use the correct naming convention will result in a one point reduction per attachment with a maximum of a 5 points total reduction in score.**

- Each form and attachment must be **uploaded individually (do not submit all attachments in one PDF)**
- Each form and attachment must be clearly marked with the form or attachment number and document title as written on the attached document checklist (e.g. “A3 IRS Letter”)
- Each form and attachment’s file name must follow the same naming convention (e.g. *A3 IRS Letter*).
- The RFP must be uploaded in Microsoft Word Format
- Form 4 must be uploaded in Microsoft Excel Format

Important: Failure to upload and/or use the correct naming convention will result in a one point reduction per attachment with a maximum of a 5 points total reduction in score. Any missing threshold attachments will result in the application not being accepted.

SUBMISSION METHOD

New this year, agencies must submit their proposals through Oracle. To register through Oracle please go [here](#). A tutorial on this process can be found [here](#). Additional instructions for Oracle can be found on the City’s website at <https://detroitmi.gov/supplier>. **Please note that you must use a Firefox or Chrome web browser; the Supplier Portal does NOT work well with Internet Explorer.**

Proposals must be uploaded into the Oracle system and time stamped no later than **10:00 a.m. on December 9, 2020**. Applicants are strongly encouraged to submit applications before the deadline to allow time for resolving any technical difficulties. **Late submissions will not be accepted.**

TIMELINE

2020-2021 ESG-CV II RFP application submission deadline is **10:00 a.m. on December 9, 2020** in Supplier Portal- Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Proposals will **not** be accepted after this time and date. Mailed, faxed or emailed copies of the proposal will **not** be accepted.

COMPLETENESS

1. **The City will not contact organizations for missing information.** All applications meeting the threshold will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall application score and/or result in total disqualification of an application.
2. Organizations are encouraged to begin uploading all required documents prior to the deadline to ensure adequate time to address any technical challenges.
3. Any questions regarding application content or process must be submitted via Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Prior to submitting questions in oracle, please review the 2020-2021 Homelessness Solutions RFP FAQ posted in the system. The City will provide two technical assistance workshops upon release of the RFP.

PROCUREMENT AND NON DISCRIMINATION NOTICE

The City Office of Contracting and Procurement solicitation meets 24 CFR Part 85.36 standards for procurement by competitive proposals. The City does not discriminate on the basis of race, color, religious beliefs, national origin, age, marital status, disability, public benefit status, sex, sexual orientation, or gender identity or expression. Complaints may be filed with the [Civil Rights, Inclusion, & Opportunity Department](#) (Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226, (313) 224-4950, crio@detroitmi.gov).

GRIEVANCE, APPEALS, AND TERMINATION PROCEDURES

The City Council/Housing and Revitalization Department (HRD) Homelessness Solutions appeal hearing will serve as a formal opportunity for applicants not recommended for funding to appeal the funding recommendation made to City Council. All applicants who applied for funding will receive notification of the date, time, and location for the Appeals Hearing. Appeals may only be made by those organizations that were not recommended for funding. Appeals are to be made in writing using the attached **Form 6**. The form is to be submitted on the day of the hearing at the registration table. Organizations are asked to retain a copy of the form for your records. Final decisions will not be made on the day of the appeal, but they will be addressed during the City Council's subsequent deliberations. Any applicant making an appeal after The Hearing of Appeals or desiring to appeal the subsequent decisions of the City Council may make such an appeal in writing through the Office of the City Clerk utilizing the normal petition process.

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this RFP, the City's policies, and/or 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.

E. REVIEW AND SCORING OF PROPOSAL

Renewal and new applicants can use the appropriate review and scoring grids on the following pages to understand how submitted proposals will be reviewed and scored. All funding decisions are made at the discretion of the City and subject to competition and funding availability.

Important Note: Competitive applications are those that score above 90 total points. Applications scoring below 80 points will not be considered for funding.

APPLICANTS SCORING GRID

Below is an overview of the scoring criteria for each section of the application.

APPLICATION SECTION & SCORING CRITERIA <i>(scoring criteria in italics)</i>	POINTS POSSIBLE
<p>4. Organizational Experience in Addressing Homelessness <i>A competitive application would demonstrate a strong history of serving clients experiencing homelessness, dedication to racial equity and the community priorities and values listed in this RFP's Introduction. Agencies should highlight how they adjusted during the COVID-19 pandemic in order to meet the needs of the people they serve. Agencies must demonstrate active participation in the Detroit Continuum of Care (CoC). Finally, agencies with strong HMIS data entry and management experience or a thorough data management ramp up plan will be scored higher. Additional points will also be given to projects adding units/beds to the system.</i></p>	20
<p>5. Financial Capacity <i>A competitive application will comprehensively discuss financial processes in place to oversee ESG-CV funding and submit timely reimbursement payment packets. Agencies with previous City of Detroit Homelessness Solutions funding will be scored on how well they submitted monthly reimbursement packets during 2019 and 2020. Agencies with a 90% timely submission rate as well as fully spending down previous grants by the contract deadline will be more competitive. Responses should be detailed as to staff and procedures involved in financial oversight, as well as how current gaps are addressed in financial processes. Competitive applicants will not have outstanding financial audit findings.</i></p>	20
<p>3. Application Budget and Narrative <i>A competitive application includes a budget and narrative that is complete and accurate, including only eligible expenses, that reflects the program described in the application. Narrative provides a detailed description of the line item that explains how it relates to program operations, as well as a clear justification for budget changes from past awards (e.g. why cost per household increased). Additional points will be awarded to agencies that pay staff a living wage at or above \$15 per hour for entry level positions.</i></p>	15
<p>4. Implementation Plans by Component <i>A competitive application will discuss how an agency incorporates community values and priorities outlined in the Introduction of this RFP into their day to day operations. Responses must address how the agency is working to prevent the spread of COVID-19. All responses are complete, detailed, and answer all parts of the question. Applicants should make a strong case as to how additional funds will either a) move households into permanent housing and/or b) bring additional capacity to the Detroit CoC while addressing the health and safety needs of both clients and staff. Narrative must demonstrate a clear understanding of housing first practices and low barrier shelter (if applicable). <u>For questions that require a policy and procedure: Policy and procedure is attached and correctly states the regulation and process to adhere to it.</u></i></p>	40 pts. per component/ program
<p>5. Substantiated Grievances and Contract Violations <i>Agencies with substantiated CoC grievances specific to the program or contract violations in 2019 will have one (1) point deducted per substantiated grievance (not to exceed 5 points).</i></p>	0
<p>7. Attachments <i>All required attachments are uploaded, complete, and labeled correctly. Each attachment that is incorrectly labeled will result in a one (1) point deduction not to exceed 5 points total.</i></p>	5
TOTAL POSSIBLE POINTS	100

HMIS APPLICATION

Was your project awarded ESG-CV under RFP #20DM18638 published in July 2020?

Yes No

If Yes, you are eligible to be considered for an HMIS award of up to \$10,000 in this RFP. If you would like to apply, please complete the questions in this section.

If No, skip this HMIS Application section and go to the next section Application Part I

HOMELESS MANAGEMENT INFORMATION SYSTEMS (HMIS)

Projects that received an ESG-CV I award in the City's July 8, 2020 procurement (RFP #20DM18638) may be eligible for additional HMIS operations support of up to \$10,000 per project (see [ESG Program Manual for HMIS](#) for details). To apply for HMIS funds to supplement your ESG-CV I award, please complete this page, and submit the application with a copy of your ESG-CV I Award Letter attached.

1. Applicant Organization Legal Name:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Program Component(s) for which you were awarded in the July 8, 2020 procurement (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Outreach-Street Outreach | <input type="checkbox"/> Warming Center |
| <input type="checkbox"/> Outreach- Navigation | <input type="checkbox"/> Rapid Re-Housing |
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Homelessness Prevention |

10. Would you like to request an HMIS operations support award of up to \$10,000 to supplement your ESG-CV 1 award(s)? Yes No

11. Requested amount:

12. What expenses will the additional funds be used for (e.g. staff time, training, equipment)?

13. Describe how you will use the additional funds to ensure your agency will meet the ESG-CV data reporting requirements? Information about ESG-CV data entry requirements can be found [here](#).

APPLICATION PART I: AGENCY INFORMATION

A. APPLICATION COVER SHEET

1. Applicant Organization Legal Name:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No
11. Number of employees in your agency:
12. Number of agency employees that reside in the City of Detroit:
13. Complete table below with any current City HRD Homelessness Solutions programs (ESG, CDBG, ESG-CV, CDBG-CV) (add rows as needed). An example is listed in the first row (you may delete this example and use this row). Mark N/A (not applicable) in the first row if you currently do not receive Homelessness Solutions funds.

Funded Program Component	Population(s) Served	Funding Amount	Contract Term (year)
<i>Ex: RRH</i>	<i>Ex: Families</i>	<i>Ex: \$350,000</i>	<i>Ex: 2018-2019</i>

14. For any applications you are submitting under this RFP, complete the table below with new or expansion⁴ program application information (add rows as needed). An example is listed in the first row (you may delete this example and use this row).

Program Component	New or Expansion Project?	Population Served	Requested Amount	How will funds improve or expand services (limit 25 words)
<i>Ex: Outreach</i>	<i>Ex: Expansion</i>	<i>Ex: Unsheltered adults, families, youth</i>	<i>Ex: \$50,000</i>	<i>Ex: Volunteer incentives to pay people with lived experience to be peer outreach staff.</i>

⁴ Expansion program applications are those that are expanding/adding funds to an award granted through the 20'21 Homelessness Solutions RFP released July 2020.

B. THRESHOLD REQUIREMENTS

EXPANSION APPLICATIONS

Applicants requesting additional funding for any project(s) awarded under the 20'21 Homeless Solution RFP #20DM18638 (i.e. Expansion Application) must adhere to the following:

1. Submit a complete application *on time* in response to this RFP for FY 2020-2021 funding. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item;
2. Submit the signed award letter for City of Detroit 20'21 Homeless Solutions Funding; and
3. Agency must have the financial capacity to pay for programmatic and administrative expenses up front due to this award being funded through cost reimbursement (submit **Form 2** as proof of this financial capacity).
4. Additional requirements per the Attachment section

NEW APPLICATIONS

All NEW applications (defined as an agency that did not receive a 20'21 Homelessness Solutions Award), must meet the following basic eligibility requirements in order for an application to be accepted and considered for funding. *If the application does not meet the following threshold requirements, the application will NOT be accepted.*

1. Submit a complete application *on time* in response to this RFP for FY 2020-2021 funding. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item.
2. Demonstrate at least one (1) person who has experienced homelessness is represented on the applicant agency's Board of Directors or agree to comply if awarded funds. This person must be clearly marked on the Board of Directors' Roster, evidenced in **Attachment 1** (see checklist in section F for details).
3. Attach Board of Directors meeting schedule for the 2020 calendar year as **Attachment 2**.
4. Agency is a 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 public service funds, provide evidence in **Attachment 3** (see checklist in section F for details).
5. Applicant has at least two (2) years of experience serving vulnerable populations with public or private funding. If this is your organization's first time applying for CDBG Homeless Public Service or ESG funds, demonstrate through a submission of an award letter(s), which is **Attachment 4** (see checklist in section F for details).
6. Agency has experience providing homeless services in the Detroit CoC within the past two years.
7. Applicant is currently participating in the Detroit HMIS system (or proof of use of a comparable database if serving survivors of Domestic Violence) OR if organization has

participated in another HMIS system, it can verify at least 1 year of participation (see **Form 1a**) OR submits data management plan if the organization has no HMIS experience (particularly new agencies) (see **Form 1b**).

8. Submit **Form 2** that provides proof of financial capacity to pay for programmatic and administrative expenses up front due to Homelessness Solutions awards using a cost reimbursement model.

C. NARRATIVE QUESTIONS

Important: Applicants must complete all narrative questions in this section under Organizational Experience and Financial Capacity AND applicable component narrative questions in Part II below. **Please limit your response to each question to 200 words or fewer. Failure to do so will result in a deduction in points.**

ORGANIZATIONAL EXPERIENCE IN ADDRESSING HOMELESSNESS

(20 possible points)

1. Briefly describe your organization's mission and experience providing services to homeless individuals and/or families in Detroit, especially in response to the COVID-19 public health emergency. Outline all relevant services provided by the organization.

*If your organization does not have experience serving homeless individuals and/or families in Detroit, please describe why your organization should be considered for homeless services funding. Include your most recent Annual Report as **Attachment 6**.*

2. Briefly describe how ESG-CV funds will support Detroit's COVID-19 response. Will these funds be used to reimburse COVID-related expenses already incurred? Will funds be used to increase organizational capacity or enhance existing programs and services? Will funds be used to create new programs or add new capacity to Detroit's homeless response system?

3. Provide one specific example of how your organization has demonstrated each of the following community values through organizational practices, delivery of services, and/or client outcomes.
 - Flexibility: Adapt and consistently improve to meet the needs of those experiencing homelessness.
 - Racial equity: Center racial equity, including in system access, the services that are offered, and ensuring equitable outcomes.
 - Data-informed decision making: Transparent and open decision making that is rooted in data.
 - Collaboration and partnerships: Examples of working together with other agencies and across sectors.
 - Continuous improvement: Commitment to continuous learning and improving the access to and delivery of services to meet client needs.

4. Describe how your agency provides flexible, participant-driven, and strength-based service delivery.

5. Input the demographic information below. All applicants are required to complete this question.
 - i. If you were previously funded for a ESG program you must complete the chart below with 2019 calendar year (CY) data. If you are funded for multiple CDBG or ESG programs, combine the data from multiple programs.

OR

ii. If you were not funded with the City of Detroit’s CDBG or ESG funds in 2019, you must complete the section below with agency-wide demographic data for all clients served.

Identify if the data is from all persons served by the agency or 2019 ESG/CDBG programs:

- Agency wide data (i.e. for agencies not funded in 2019)
- 2019 ESG and/or CDBG data

Total clients served (adults and children):
Single Adult households:
Households with Children:
Males:
Females:
Other Gender (Transgender or Gender Non-conforming):
Race/Ethnicity:
Children served 17 and under:
Adults served aged 18-24:
Adults served aged 24-61:
Adults served aged 62 and older:
Chronic Households:
Veterans:

Will an award of ESG-CV funds from this competition result in a change in the total number of clients and/or households served by your agency? If yes, how?

6. Describe your board membership and its demographic composition. Does your board include members with lived experience of homelessness? Do the racial and ethnic backgrounds of your board members reflect the populations your organization serves? If yes, how?

7. Describe your agency’s current participation in the CoC general membership including voting eligibility, the number of meetings attended, and any participation on CoC committees and/or workgroups for each component for which you are currently funded.

8. HMIS Capacity (agencies with prior HMIS experience must answer both questions):

i. Experience in HMIS (or comparable database for DV agencies):

Describe experience with HMIS (or comparable database for DV agencies), including capacity to enter data accurately and timely. If you are a new applicant, please complete **Form 1b** to describe your HMIS onboarding process to ensure accurate data entry.

ii. Universal Data Elements Threshold:

Organizations must meet 90% Universal Data Elements (UDE) quality according to their Annual Performance Report (refer to Appendix B for more information). The City of Detroit will confer with the HMIS Lead to ensure all applicable programs meet this requirement. Programs that do not meet the minimum 90% UDE will result in a loss of points.

FINANCIAL CAPACITY

(20 possible points)

<p>1. Describe the financial management processes, procedures, and staff in place to oversee ESG funded operations and administration.</p>
<p>2. Describe how you will ensure timely submission of complete monthly payment packets and full expenditure of your grant by the contract deadline. Current subrecipients will be scored based on their previous performance in this area. If you are not a current subrecipient, please state so in your answer.</p>
<p>3. Include any audit or audit findings that have arisen in the past five (5) years and their subsequent resolution or status. Check all applicable:</p> <p>Behind on 990 Filings: <input type="checkbox"/> Yes <input type="checkbox"/> No Unresolved IRS Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No Outstanding Federal or State audit findings, regardless of funding source, or closed audit findings demonstrating significant fraud or misuse of funds: <input type="checkbox"/> Yes <input type="checkbox"/> No Overdue corrective action responses from the City of Detroit HRD or Office of the Control audits: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*If the answer was “Yes” to any of the items above, explain below. Attach supporting documentation in Attachment 10 to demonstrate resolution of the situation.</p> <p>For agencies NOT awarded in the 20’20 Homelessness Solutions RFP released July 2020 ONLY: If the organization has expended more than \$750K in federal funds within the last year, submit documentation of the completed single audit as Attachment 8 with application submission.</p>
<p>4. Other Financial Attachments: For agencies NOT awarded in the 20’20 Homelessness Solutions RFP released July 2020 ONLY: Organizations are also required to submit their current year budget, program budget for any homeless shelter, housing and services programs that are similar to the program you are seeking funding for through this RFP (e.g. Shelter, Rapid Re-Housing, Street Outreach, Prevention budgets), and most recent Profit and Loss Statement. Refer to Attachment 9 for more information.</p>

PART II APPLICATION: PROJECT COMPONENT INFORMATION

D. IMPLEMENTATION PLANS BY COMPONENT (40 possible points per component/program proposed)

Important: All applicants must complete all narrative questions in the prior Part I section AND the applicable component narrative questions below. Applications requesting funding for several programs or locations must include a separate response for each program or location. Copy and paste the component questions and Performance Benchmarks grid and then clearly label the response by the program name. **Please limit your response to each question to 200 words or fewer.** Failure to do so will result in a deduction in points.

COMPONENT #1- STREET OUTREACH AND HOUSING NAVIGATION

Outreach or Navigation Program Name:

Project Type: New Project Expansion of 20'21 Homeless Solutions Award

Amount Requested:

1. What expenses will the new or expansion funds be used for? Examples include hazard pay, volunteer incentives, personal protective equipment, or hand washing stations.
2. How will the funds increase the number of clients served, provide higher quality of services, and ultimately result in clients obtaining permanent housing?
3. Do you have any Peer Supports employed on your current outreach team. If so, how many? If not, do you plan on incorporating peer supports into your team model?
4. If not previously awarded ESG-CV funds, how will you ensure that your agency adheres to the quarterly CAPER submissions and any other ESG-CV data requirements?
5. List the program days and hours of operations. Will the street outreach be available to conduct outreach during all hours of operations? If not, please explain and list timeframes when street outreach teams will not be available for field work. Programs that are available for a minimum of 5 days a week, 8 hours a day, will be awarded a higher number of points.

- | |
|--|
| 6. How will street outreach team members coordinate with other sectors (e.g. law enforcement) and ensure connections to community services and resources that meet client needs (behavioral/physical health, employment, mainstream benefits)? |
| 7. List any services that extend beyond meeting basic needs that you will provide to unsheltered individuals. |
| 8. How will you mobilize and respond during Code Blue situations? Please refer to the Program Components and Additional Information section of this RFP on page 14 for the definition of Code Blue. |
| 9. Discuss your understanding of the Street Outreach/Housing Navigation performance benchmarks and describe how you will ensure you plan to meet them. |

Performance Benchmarks: Street Outreach and Housing Navigation

STREET OUTREACH PERFORMANCE MEASURES	2020-2021 PERFORMANCE BENCHMARKS
#1- Percentage of clients that meet the definition of unsheltered homelessness	100% per HUD regulatory requirements
#2- Percentage of clients who complete all CAM required assessments	N/A- will be determined in the 2021 calendar year
#3- Percentage of clients who exit to any sheltered destination (excluding jail/prison, hospitals, or residential project/halfway house)	85%
#4- Percentage of clients who exit to a permanent housing destination	N/A- will be determined in the 2021 calendar year

COMPONENT #2- EMERGENCY SHELTER/WARMING CENTER

Please note: If you are applying for funding for several shelter programs or locations, ***you must submit a separate response for each program or location.*** Clearly label the response by program, copy and paste the table below, along with the Performance Benchmarks grid, and answer the set of questions **for each program.** Please limit all responses to 200 words or fewer.

Shelter Program Name: _____

Shelter Program Address: _____

Project Type: New Project Expansion of 20'21 Homeless Solutions Award

Shelter Type: Year-Round Warming Center

Amount Requested: _____

1. Describe your experience operating an Emergency Shelter and/or Warming Center for people experiencing homelessness.
2. Describe how your program intends to meet the unique needs of those experiencing homelessness who are also impacted by COVID-19.
3. Describe how your program responds to system-wide needs for COVID response (e.g. additional beds, additional staffing for triage/testing, accommodating distance learning in family shelter).
4. Provide the purpose and objective of the program, the target population, and the number of clients served over the 2019 calendar year, if the program was in operation. If your program was NOT in operation in 2019, how many clients do you plan to serve if this application is awarded each year?
5. How many beds are in your shelter? How many of these beds will be funded in part or whole by the ESG-CV funds?
6. What expenses will the ESG-CV funds be used for? Examples include hazard pay, volunteer incentives, personal protective equipment.
7. How will the additional funds increase the number of clients served, provide higher quality of services, and ultimately result in clients obtaining permanent housing?
8. How do case managers ensure connections to community services and resources that meet client needs (behavioral/physical health, employment, benefits)? Describe the ways in which case management at your shelter is housing focused, client-centered, and trauma-informed.
9. List any onsite amenities or services that extend beyond meeting basic needs (e.g. learning lab, clinic, health services brought onsite, etc.) that are available to shelter clients.

<p>10. How will your shelter operate with a Housing First and low-barrier approach? Please provide your agency's policy and procedure regarding Housing First and low-barrier as part of the required documents for Attachment #11. In addition, indicate the name of the policy name and page number where this topic is discussed. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.</p>
<p>11. How will your shelter adhere to the Equal Access Rule? Address both involuntary family separation and transgender shelter placement. Please provide your agency's policy and procedure regarding Equal Access as part of the required documents for Attachment #11, indicating the name of the policy name and page number. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.</p>
<p>12. Provide a staff to client ratio for your facility when it is operating at 100% occupancy. Provide different ratios for case management and security staff.</p>
<p>13. How will your program manage HMIS data entry and data quality? Describe how information will be communicated between all personnel.</p>
<p>14. Provide a narrative or staffing chart to demonstrate staff qualifications and roles. What training has or will be provided to your staff on Housing First, low-barrier, and any other relevant topics?</p>
<p>15. Describe how you ensure that all intakes come from CAM and that anyone entering shelter after CAM hours connects clients with the CAM within 48 hours.</p>
<p>16. Yes or No: Do you require sobriety and/or test for substance use or alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>17. Yes or No: Can clients who have been terminated return to your shelter? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, describe why not.</p> <p>Provide your agency's termination policy and procedure as Attachment 11. Indicate the policy name and page number in this section. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.</p>
<p>18. Describe your walk-in policy and procedure if a household presents for emergency shelter after CAM hours have closed. How would you address staff that violate this requirement by not allowing clients to enter after hours? What measures would you put in place to ensure denying access to shelter does not happen again?</p>

19. How will you ensure system coordination and collaboration with other homeless service providers in the community, and with partnering entities like HAND, CAM, Public Safety, and Public Health?
20. Discuss your understanding of the Emergency Shelter/Warming Center performance benchmarks and describe how you will ensure you plan to meet them.
21. Describe how you will ensure that all clients served for 30 or more days will have a housing case plan documented. Provide detail on how you will ensure staff will record this information in HMIS following guidance provided in CY 2020 training.

Performance Benchmarks: Emergency Shelter

EMERGENCY SHELTER PERFORMANCE MEASURES	2020-2021 PERFORMANCE BENCHMARKS
1. Shelter utilization rate according to data reported on CoC APR	90% Utilization
2. Percentage of exits to a permanent housing destination	Family Shelters: 73% Single Shelters: 34% Youth Shelters: 55%

Performance Benchmarks: Warming Center

WARMING CENTER PERFORMANCE MEASURES	2020-2021 PERFORMANCE BENCHMARKS
1. Warming Center utilization rate according to data reported CoC APR	90%
2. Percentage of exits to a permanent housing destination	17%

COMPONENT #3- RAPID RE-HOUSING

Please note: If you are applying for funding for several Rapid Re-Housing projects, **you must submit a separate response for each program or location.** Copy and paste the questions and Performance Benchmark grid and then clearly label the response by the program name. **Please limit all responses to 200 words or fewer.**

While All RRH programs are expected to have a [progressive engagement model](#), the City is seeking applications to fund three RRH program design models: Centralized Housing Search, Short-Term RRH Assistance, and Medium-Term RRH Assistance (see RRH program design for a description of each). **Applicant organizations may apply for one or more program models.** If applying for two separate programs you must adhere to the requirements listed in the above note.

RRH or Centralized Housing Search Program Name:

Project Type: New Project Expansion of 20'21 Homeless Solutions Program

Program Design (select all that apply):

Centralized Housing Search Short-Term RRH Medium-Term RRH

Amount Requested: _____

1. Describe your experience operating Rapid Re-Housing or conducting landlord engagement activities.
2. Briefly describe your proposed project, including what services and activities will be provided (e.g. housing stability services, landlord engagement strategies, housing unit identification, landlord retention, etc.) and how you will provide effective services during the COVID-19 pandemic.
3. What is the projected number of participants to be served in this program?
4. How will the activities and services described prevent, prepare for, and respond to coronavirus in order to protect the health and safety of people experiencing homelessness?
5. Provide the total dollar amount of your ESG-CV request and provide a detailed budget narrative describing how you arrived at this figure.
6. What evidence-based practices and approaches will you use to operate your project? Examples include: Housing First, progressive engagement, harm reduction, and motivational interviewing.
7. How does your organization address the challenge of landlord engagement while maintaining an authentic commitment to Housing First?
8. Describe your proposed staffing structure? How will you ensure that your staffing structure achieves your programmatic outcomes? (note: RRH best practices suggest case management ratios of 1:25)

9. <i>(Short/Medium-term RRH only)</i> How do you use progressive engagement to determine the amount of financial assistance and case management services to provide to a household?
10. <i>(Short/Medium-term RRH)</i> How will you ensure that all RRH participants are adequately prepared to maintain stable tenancies upon program exit? or <i>(Centralized Housing Search)</i> How will you ensure that all landlords engaged are adequately prepared to provide safe, decent housing for RRH clients?
11. <i>(Short/Medium-term RRH)</i> How will your program manage HMIS data entry and data quality? or <i>(Centralized Housing Search)</i> How will your program track data on participating landlords and make this information available to RRH providers?
12. Describe the systems your organization will use to record staff time and activities in order to ensure accurate billing of eligible activities.
13. Discuss your understanding of program performance benchmarks and describe how you plan to meet them.
14. How will you ensure system coordination and collaboration with other homeless service providers in the community, and with partnering entities like HAND, CAM, Public Safety, and Public Health?
15. How will your Rapid Re-Housing program align with the system priority to prevent and end family homelessness in Detroit?
16. Describe your program strategy to quickly house clients, have high quality tenant-centered housing search, and provide stabilization services.

Performance Benchmarks: Rapid Re-Housing

RAPID RE-HOUSING PERFORMANCE MEASURES	2020-2021 PERFORMANCE BENCHMARKS
1. Average length of time to move clients into housing from program entry	62 days
2. Percent of clients who exit to a permanent housing destination	92%
3. Percent of clients who exit within 180 days of program entry	38%

COMPONENT #4- HOMELESSNESS PREVENTION

Please note: If you are applying for funding for several homelessness prevention projects, **you must submit a separate response for each program or location.** Copy and paste the questions and Performance Benchmark grid and then clearly label the response by the program name. **Please limit all responses to 200 words or fewer.**

Prevention Program name:

Project Type: **New Project** **Expansion of 20'21 Homeless Solutions Program**

Amount Requested:

1. Describe your experience operating Homeless Prevention Programs.
2. Briefly describe your proposed project, including what services and activities will be provided and how you will provide effective case management during the COVID-19 pandemic.
3. Describe how you will ensure that all intakes come from the CAM, Detroit's coordinated entry system.
4. How will your program ensure it is targeting households at imminent risk of homelessness as defined by HUD?
5. What is the projected number of participants or households to be served in this program? How did you arrive at that number?
6. Provide the total dollar amount of your ESG-CV request and provide a detailed budget narrative describing how you arrived at this figure.
7. What is the program's case manager to client ratio and provide a justification for that ratio.
8. How does your organization coordinate with mainstream services to address the full spectrum of a household's needs for those who are served?
9. How will your homelessness prevention program work with landlords, utility companies, courts systems, and other services and resources in the community to keep participants stably housed?
10. How do you determine how much financial assistance to provide households in order to maintain their housing stability?
11. Describe how your program will incorporate evidence-based practices, such as including person-centered planning, progressive engagement, and motivational interviewing.
12. How will your program manage HMIS data entry and data quality?

13. Describe the measures your program will put in place to ensure clients remain stably housed after program exit.
14. Discuss your understanding of the homelessness prevention performance measures and describe how you plan to meet them.
15. How will you ensure system coordination and collaboration with other homeless service providers in the community, and with partnering entities like HAND, CAM, Public Safety, and Public Health?

Performance Benchmarks: Homelessness Prevention

PREVENTION PERFORMANCE MEASURES	2020-2021 PERFORMANCE BENCHMARKS
1. Percent of clients in the program for three months or less	90%
2. Percent of clients who exit to a permanent housing destination	99%

F. FORMS AND ATTACHMENTS CHECKLIST

Please note: Required forms and attachments are dependent on your award status for the 20'21 Homelessness Solutions funds awarded in the City's July 8, 2020 RFP. Please read this section carefully so that your agency provides the correct required documentation. **Failure to abide by instructions can result in loss of points and/or the application not being considered for funding.**

INSTRUCTIONS

Checklists are provided below respective to your agency's 20'21 award status. Using the correct checklist for your application (see instructions below), indicate Yes (Y) or No (N) in the "Attached" Column to demonstrate if a document is attached. *Each Attachment document must be titled with the appropriate number and title (for example - "A3 IRS letter"). Please insert the title at the top of the first page of each attachment as well as label each attachment's file name using the same naming convention. See bolded text under "Document Description" for document number and title.* **Failure to upload and/or use the correct naming convention will result in a one point reduction per attachment with a maximum of 5 points total reduction in score.**

Answer the following question to determine which checklist (A or B) is appropriate for your agency application.

Are you an award recipient for 20'21 Homelessness Solutions funds awarded in the City's July 8, 2020 RFP (Round 1)? Yes No

If yes, use Checklist A on the next page.

If no, use Checklist B.

CHECKLIST A

Checklist A below indicates the forms and attachments that must be submitted with the application for agencies awarded during the round 1 RFP (20'21 Homelessness Solutions funds awarded in the City's July 8, 2020 RFP).

CHECKLIST A		
Attachment or Form #	Document Description <i>(bold lettering indicates number and title of document)</i>	Attached? Y/N
MINIMUM REQUIREMENTS		
Form 2	F2: Cash on Hand Certification	
Form 3	F3: Certifications and Assurances	
IMPLEMENTATION PLANS BY COMPONENT		
Form 4	F4: Application Budget and Narrative- 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 or RRH programs, please submit a separate shelter or RRH budget for each.	
Attachment 11	A11: Policies and Procedures for each applicable component	
PROOF OF FUNDING AWARD		
Attachment 15	A15: 20'21 Award Letter- document sent to you by the City of Detroit indicating your agency as a recipient of funding award for 20'21 Round 1 of RFP.	
<u>OPTIONAL</u>: FOR APPLICANTS SUBMITTING APPEALS OF FUNDING DECISIONS		
Form 6	F6: Appeal Form	

CHECKLIST B

Checklist B below indicates the forms and attachments that must be submitted with the application for agencies **NOT awarded** during the round 1 RFP (20'21 Homelessness Solutions funds awarded in the City's July 8, 2020 RFP).

CHECKLIST B		
Attachment or Form #	Document Description (bold lettering indicates number and title of document)	Attached? Y/N
THRESHOLD		
Note: Applications must meet threshold to be considered for funding		
MINIMUM REQUIREMENTS		
Attachment 1	A1: Board Participation of a Person with Lived Experience of Homelessness- verification of the participation of a board member who is or has experienced homelessness	
Attachment 2	A2: Board of Directors 2020 Meeting Schedule	
Form 1a	F1a: 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.	
Form 1b	F1b: HMIS Onboarding Plan- only for those applicants that do not currently participate in any HMIS system	
Form 2	F2: Cash on Hand Certification	
THRESHOLD FOR NEW APPLICANTS ONLY		
Attachment 3	A3: IRS letter verifying current tax-exempt 501(c)(3) status	
Attachment 4	A4: Proof of 2 years of experience operating programs with public or private funding as demonstrated by funding letter(s)	
Attachment 16	A16: Proof of providing homeless services in the Detroit CoC within the past 2 years, ex: CoC General Membership	

REQUIRED ATTACHMENTS		
ORGANIZATIONAL EXPERIENCE		
Attachment 5	A5: Organizational chart - including positions and key roles	
Attachment 6	A6: Annual Report (only for agencies who have not served the homeless population prior)	
Form 3	F3: Certifications and Assurances	
FINANCIAL CAPACITY		
Attachment 8	A8: CPA prepared Financial Statements for most recent year-end and Single Audit	
Attachment 9	A9: Budgets- Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement	
Attachment 10	A10: Resolution of Findings- Documentation showing status/resolution of any City, HUD and/or IRS findings	
IMPLEMENTATION PLANS BY COMPONENT		
Form 4	F4: Application Budget and Narrative- 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.	
Attachment 11	A11: Policies and Procedures for each applicable component	
Attachment 13	A13: Certificate of Occupancy (Shelters only)	
Attachment 14	A14: Emergency Shelter License , copy of 1 st page of Emergency Shelter License stamped by consumer affairs department, or copy of receipt indicating payment of app fee for License (Shelters only)	
<u>OPTIONAL: FOR APPLICANTS SUBMITTING APPEALS OF FUNDING DECISIONS</u>		
Form 6	F6: Appeal Form	

APPENDIX A: ELIGIBLE PROGRAM PARTICIPANTS

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

Homeless Definitions (per Homeless Definition Final Rule)			Eligible Component
Category 1	Literally Homeless	Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: i) Has a primary nighttime residence that is a public or private place not meant for human habitation; ii) 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 iii) 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 Re-Housing Street Outreach and Navigation
Category 2	Imminent Risk or Homelessness	Individual or family who will immediately lose their primary nighttime residence, provided that: i) Residence will be lost within 14 days of the date of application for homeless assistance ii) No subsequent residence has been identified, and; iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	Emergency Shelter Homelessness Prevention

<p>Category 3</p>	<p>Homeless Under Other Federal Statutes</p>	<p>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:</p> <ul style="list-style-type: none"> i) Are defined as homeless under the other listed federal statutes; ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers 	<p>Emergency Shelter</p> <p>Homelessness Prevention</p>
<p>Category 4</p>	<p>Fleeing/ Attempting to Flee Domestic Violence</p>	<p>Any individual or family who:</p> <ul style="list-style-type: none"> i) Is fleeing, or is attempting to flee, domestic violence ii) Has no other residence; and iii) Lacks the resources or support networks to obtain other permanent housing 	<p>Emergency Shelter,</p> <p>Rapid Re-Housing</p> <p>Homelessness Prevention</p>

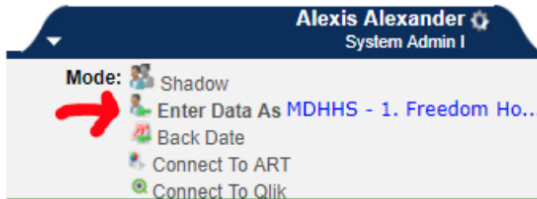
“At Risk” Homeless Definitions (per Homeless Definition Final Rule)		Eligible Component
Individuals and Families	An individual or family who: i) Has an annual income below 50% of median family income for the area; AND ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND iii) Meets one of the following conditions: A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR B) Is living in the home of another because of economic hardship; OR C) 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 D) 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 E) 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 F) Is exiting a publicly funded institution or system of care; OR G) 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

APPENDIX B: “RUNNING AND SAVING THE CoC APR AS A PDF”

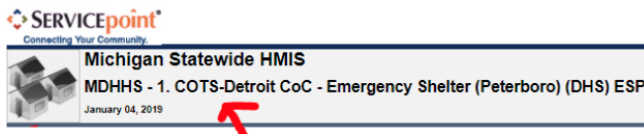
Agencies currently using HMIS to document clients served should refer to steps 1-4 on pages 1-2 and page and step 14 on page 11 of the job aid found [here](#).

Running and Reviewing the CoC APR

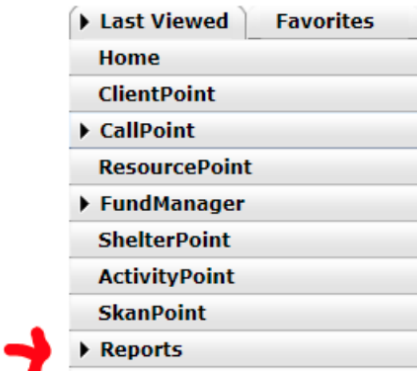
1. EDA as the project you are running the report for.



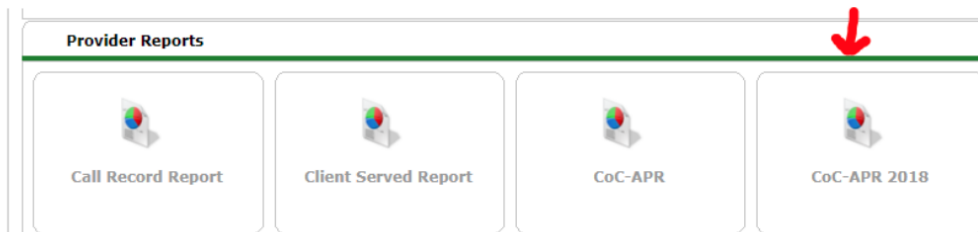
Note: Some staff may automatically default to this project and can skip this step after checking the program listed in the upper right corner of their ServicePoint login home screen.



2. On the left-hand side of your screen, go to the “Reports” module



3. Under “Provider Reports” click the tile labeled “CoC APR 2018”



APPENDIX C: PERFORMANCE BENCHMARKS

METHODOLOGY

HAND generated 2018 and 2019 calendar year CoC APRs for all:

- Single Adult Shelter Programs (programs serving primarily adults)
- Family Shelter Programs (programs serving primarily families, but may also serve single adults)
- Youth Shelter Programs (programs serving only youth under age 24)
- Warming Center Programs
- Outreach and Housing Navigation Programs
- Rapid Re-Housing Programs
- Prevention Programs

Using the 2018 and 2019 APRs, the City calculated Performance Baselines using the same method applicants are required to use in the grant application. To review the calculations used to establish the baselines, refer to Form 5. The 2018 and 2019 baselines were then averaged and used to determine the Performance Benchmarks for the 2020-2021 grant year. For further information about baseline and benchmark creation, refer to the chart that follows.

	Performance Measure	Source of Baseline Data	19-20 Performance Benchmark	2019 Baseline	Combined Baselines (2018 + 2019)	20-21 Performance Benchmark	
Street Outreach	Percent of clients that meet the definition of unsheltered homelessness	HUD Regulatory Requirements	100%	100%	N/A	100%	
	Percent of clients with VI-SPDAT completed	N/A	N/A	N/A- Will be determined in the 2020 calendar year			
	Percent of clients who exit to any sheltered destination	CoC APR for all Outreach Programs run by HAND - see 23c - last row TOTAL Percentage Positive exits	70%	84%	67%	85%	
Emergency Shelter	Shelter utilization rate according to data reported on CoC APR	N/A	90%	N/A- Performance expectation outlined in City of Detroit Policy and Procedures Manual	N/A	90%	
	Percentage of exits to a permanent housing destination	Family	Cap60 CY19 data for exit destinations +CoC APR for COD Family Shelters Provider Group - see 23c last row TOTAL Percentage Positive exits	70%	72%	70%	73%
		Singles	CoC APR for All Single Shelters run by HAND - see 23c last row TOTAL Percentage Positive exits	18%	33%	26%	34%
		Youth	CoC APR for COD Youth Shelters Provider Group - see 23c last row TOTAL Percentage Positive exits	45%	54%	49%	55%
Warming Centers	Shelter utilization rate according to data reported on CoC APR	N/A	90%	N/A- Performance expectation outlined in the City of Detroit Policy and Procedures Manual	N/A	90%	
	Percentage of exits to a permanent housing destination	CoC APR for Warming Centers Reporting Group - see 23c last row TOTAL Percentage Positive exits	13%	16%	14%	17%	
RRH	Average length of time (days) to move clients into housing from program entry	CoC APR run by HAND for all Rapid-Rehousing programs - see 22c	75	63	73	62	
	Percent of clients who exit to a permanent housing destination	CoC APR for All RRH run by HAND - see 23c last row TOTAL Percentage Positive exits	94%	91%	92%	92%	
	Percent of clients who exit within 180 days of program entry	CoC APR run by HAND for all Rapid-Rehousing programs - see 22a1 ((LEAVERS 30 days or less + LEAVERS 31 to 60 days + LEAVERS 61 to 90 days+LEAVERS 91 to 180 days)/ (LEAVERS total)	65%	37%	33%	38%	
Prevention	Percent of clients in the program for three months or less	CoC APR for all Prevention programs - 22a1 (LEAVERS 30 days or less + LEAVERS 31 to 60 days + LEAVERS 61 to 90 days)/ (LEAVERS total)	85%	89%	87%	90%	
	Percent of clients who exit to a permanent housing destination	CoC APR for all Prevention programs run by HAND - see bottom of section 23c = Total persons exiting to positive housing destinations/ (TOTAL - Total persons whose destinations excluded them from the calculation)	99%	100%	99%	99%	

IMPLEMENTATION

To align with best practice and the homeless response system's commitment to data informed decision-making, the City moved to performance-based contracts starting in the 2019-20 contract year. Program outcomes will be used to make funding decisions to ensure high quality services are delivered to those most in need. Hence, outcomes on established performance measures will impact funding allocations. **Understanding that this is new to Homeless Solutions grantees, the City plans to work with grantees to implement this over a three-year period.** The following is the implementation timeline:

YEAR 1

In the 2019-2020 RFP, agencies were required to:

1. Calculate their individual program outcomes using 2018 calendar year data for each performance measure
2. Create an action plan for any outcomes that do not meet the required Performance Benchmark. This action plan must describe what steps the agency will take to increase their performance in order to meet or exceed the benchmark(s).

YEAR 2

This current RFP reflects year 2 of the process. In the 2020-2021 RFP, agencies will:

1. Generate individual program outcomes for all performance measures using 2019 calendar year HMIS data.
2. Create an action plan for any outcomes that do not meet the required Performance Benchmark. This action plan must describe what steps the agency will take to increase their performance in order to meet or exceed the benchmark(s).

HMIS data from the 2019 calendar year will be used to evaluate agency's performance in the 2020-21 RFP. The City recognizes that evaluating 2019 data does not allow agencies an entire year to implement policies and procedures to increase performance. Therefore, while the performance measures will be weighted more heavily than in the previous year's RFP, failure to meet the benchmarks will reduce the overall grant application score, but will not directly decrease funding.

YEAR 3

In the 2021-2022 RFP, agencies will again have to generate individual program outcomes for all performance measures. The City will evaluate agencies on their performance using 2020 calendar year data. At this point, agencies should have implemented procedures and processes in order to meet and/or exceed the benchmarks. Any unmet benchmarks will significantly impact funding, which could include a funding decrease or not receiving a funding award.

STREET OUTREACH PERFORMANCE MEASURES

The City will require that all Street Outreach providers track their performance on the following measures:

- 100% of clients will meet the definition of unsheltered homelessness;
- Percentage of clients who complete all CAM required assessments; and
- Percentage of clients who exit to any sheltered destination (excluding jail/prison, hospitals, or residential project/halfway house).

NAVIGATION PERFORMANCE MEASURES

The City will require that all Navigation providers track their performance on the following measures:

- 100% of clients will meet the definition of unsheltered homelessness;
- Percentage of client who become “document ready”; and
- Percentage of clients who exit to a permanent housing destination.

For purposes of this RFP, “document ready” is defined as when a client has obtained all required documents needed for obtaining permanent housing.

EMERGENCY SHELTER PERFORMANCE MEASURES:

The City will require that Emergency Shelter providers track their performance on the following measures:

- 100% of clients must be screened by CAM. It is the shelter’s responsibility to connect the client to CAM within 48 hours if the shelter served as the initial point of entry;
- Shelter utilization must be at 90% according to the CoC APR;
- Percentage of exits to a permanent housing destination;
- Percentage of HMIS client files that have a housing related case management notes once every 30 days; and
- 100% of clients referred from the CAM will have a referral outcome in HMIS.

WARMING CENTER PERFORMANCE MEASURES:

The City will require that Warming Center providers track their performance on the following measures:

- 100% of clients must be screened by CAM. It is the warming center’s responsibility to connect the client to CAM within 48 hours if the program served as the initial point of entry;
- Warming Centers utilization rate must be at 90% according to the CoC APR;
- Percentage of exits to a permanent housing destination;
- Percentage of HMIS client files that have housing related case management notes once every 30 days. and
- 100% of clients referred from the CAM will have a referral outcome in HMIS.

RAPID RE-HOUSING PROGRAM PERFORMANCE MEASURES

The City will require that Rapid Re-Housing providers track their performance on the following measures:

- Rapid Re-Housing programs must attempt to contact client within three days of referral;

- RRH clients must move into housing within 60 days of program entry so long as funds are available;
- RRH staff will engage in face-to-face case management services with clients at least every 30 days;
- RRH participant home visits will be made once every 90 days, at a minimum;
- Percentage of client that exit to a permanent housing destinations; and
- Percentage of client who exit within 180 days.

PREVENTION PROGRAM PERFORMANCE MEASURES

The City will require that all Homeless Prevention providers track their performance on the following measures:

- Percentage of clients in the program for 3 months or less;
- Percentage of clients who exit to a permanent housing destination; and
- Percentage of clients that enter into homelessness within 1 year of program exit.

DEFINITIONS

Performance Measure: Regular measurement of outcomes to review effectiveness of programs.

Performance Baseline: Expected level of performance against which all subsequent levels of performance are compared. These baselines were established using HMIS CoC APR data for calendar years 2018 and 2019, unless otherwise noted. Refer to Appendix B for instructions on generating an APR in HMIS.

Performance Benchmark: Expected performance that a subrecipient must meet or exceed.

Annual Performance Report (APR): A reporting tool generated through HMIS to track progress and accomplishments of HUD homeless assistant programs. This report is used by the CoC and by HUD to review data entered by subrecipients for their specific programs.

ESG Allowable Activities: ESG funds may be used for five program components: Street Outreach and Housing Navigation, Emergency Shelter, Homelessness Prevention, RRH assistance, and HMIS; as well as administrative activities. Each component has specific allowable activities that the City of Detroit has approved to fund as listed in this document.