

**City of Detroit, Office of Contracting and Procurement on behalf of the  
Housing and Revitalization Department (HRD)  
Community Development Block Grant Program Homeless Public Service 2017-2018  
Notice of Funding Availability  
RFP#600101  
Table of Contents**

Introduction.....	2
Part I: Program and Application Requirements.....	2
A. Funding Available .....	2
1. Estimated Allocations and Awards .....	2
2. Subrecipient Grant Term .....	2
3. Subrecipient Expectations and Requirements .....	2
4. Program Components	
Street Outreach.....	3-4
Emergency Shelter Component .....	3
Rapid Rehousing Component.....	4-5
Homelessness Prevention Component .....	5-7
B. Ineligible Activities for all Components.....	7
C. Review and Scoring of Proposals.....	7
D. Application Instructions.....	8
1. Proposal Requirements .....	8
2. Submission Method.....	8
3. Timeline .....	8
4. Completeness .....	9-10
5. Procurement and Non Discrimination Notice .....	9
6. Grievance, Appeals and Termination Procedures .....	9
Part II: Application .....	10
A. Application Cover Sheet .....	10
B. Threshold Requirements .....	10
C. Narrative Questions.....	11
1. Organizational Experience in Addressing Homelessness (30 Total Points Possible).....	11
2. Financial Capacity (30 Total Points Possible).....	11
3. Experience by Component (10 Total Points Possible <i>per component/program proposed</i> ) ..	12-14
4. Implementation Plan by Component (30 Total Points Possible per component or program proposed) .....	12
D. Checklist of Forms and Attachments.....	13-16
Appendix A: Eligible ESG Program Participants.....	16-18

## **Introduction**

The City of Detroit seeks to use its Community Development Block Grant (CDBG) funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness.

As CDBG operates as match for our Emergency Solutions Grant, the funds must be used for the following activities: street outreach, operations and services within emergency shelters, rapid rehousing and homelessness prevention activities. In order to ensure the best possible services, these funds are to be used, in combination with other federal, state and local funds, as part of a community-wide response to homelessness.

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

## **Part I: Program and Application Requirements**

### **A. Funding Available**

#### **1. Estimated Awards**

Subgrantee requests should be for a minimum of \$100,000 to operate programs that are in compliance with ESG activities. The City of Detroit's allocations to the allowable activities will be based on the quality and quantity of proposals received:

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

#### **2. Subrecipient Grant Term**

Subrecipient agreements will not exceed fifteen (15) months.

#### **3. Subrecipient Expectations and Requirements**

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

All subrecipients must: a) record all client-related data and activity using the Continuum of Care (CoC) established HMIS; b) participate in the Continuum of Care; c) participate actively in the community-wide Coordinated Assessment Model (CAM); and d) provide services consistent with a "Housing First" approach. Subrecipients must also comply with all requirements in their subrecipient agreements and federal requirements outlined in Section 576.407 of the [ESG Interim Rule](#), as well as all locally established written program standards.

Funding under this RFP will be provided for eligible activities under the Street Outreach, Emergency Shelter, Rapid Rehousing, and Homelessness Prevention components of the ESG Program. In accord with City policy, a maximum of 2% of each award may also be allocated to HMIS operations to support costs of contributing data

City of Detroit, Office of Contracting and Procurement

Housing and Revitalization Department CDBG HPS NOFA, FY 2017-2018

October 24, 2016

to the HMIS – including expenses such as hardware staff costs, and related expenses (Section 576.107 of the [ESG Interim Rule](#)).

## 1. Street Outreach

Who: For the purpose of this RFP, the city is seeking outreach services that link unsheltered homeless individuals and families sleeping on the streets, in cars, or in other places not fit for human habitation into permanent housing.

What: Funds under the Street Outreach component may be used to provide essential services necessary to reach out to **unsheltered** homeless individuals and families, connect them with emergency shelter, housing and other critical services. For the purposes of this grant, eligible services consist of engagement, case management, and linkage to permanent housing through helping clients become “match ready” for permanent supportive housing. Outreach teams should expect to take some referrals directly from the CAM and to be proactive in coordinating with the Neighborhood Police Officers in the areas of service. To meet the need, at least 50% of the team’s regular operations must be outside of normal business hours (between 5pm and 8am).

### Street Outreach Program Performance Goals

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

- % of participants enrolled in the program will meet the definition of unsheltered
- % of enrolled participants who complete a VI-SPDAT
- % of all enrolled participants develop a housing goal
- % of those who develop a housing goal exit homelessness to permanent housing
- % retaining housing at one month and two year intervals

## 2. Emergency Shelter Component

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

The City also specifically intends to fund Warming Centers for the 2017-2018 program year under the emergency shelter operations program component. A Warming Center is a short-term emergency shelter that operates as a first line of defense to freezing temperatures for those experiencing homelessness from November to March. The city will award not more than two (2) grants for Warming Centers to carry out eligible activities for families and single women.

What: The City will provide funding under the Emergency Shelter component to shelters and warming centers for eligible activities associated with the provision of essential services to persons in emergency shelters and emergency shelter operations including staff costs related to carrying out triage, intake, assessment and referrals associated with moving participants to permanent housing within 90 days. **In the Homeless Public Service competition, the City will not fund any major renovation/rehabilitation projects.**

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

- Ensure low entry criteria and low programmatic barriers; and
- Coordinate placements through the CAM call center during the hours the call center operates.

City of Detroit, Office of Contracting and Procurement

Housing and Revitalization Department CDBG HPS NOFA, FY 2017-2018

October 24, 2016

- Establish protocols that avoid the involuntary separation of families regardless of their configuration.

**Shelter Program Performance Goals:**

The City will require that all Shelter providers track their performance on the following outcomes:

- Shelter Utilization Rate
- Average Length of Stay
- % of entries coming from literal homelessness
- % of exits to permanent housing destinations

**3. Rapid Rehousing Component**

Who: The Rapid Rehousing Component is designed to serve individuals and families experiencing homelessness, as defined by categories 1 and 4 of the HUD homeless definition (as defined in the [Homeless Definition Final Rule](#)), who are scoring for Rapid Rehousing using the Continuum of Care’s assessment tool.

What: City HPS funds may be used for operating and financial assistance expenses associated with the two (2) Rapid Rehousing activities described below:

Rental Assistance

Funds will be used to provide short and medium-term rental assistance to assist persons with moving from a homeless situation into permanent, stable housing as follows. Please note the change in maximum length of assistance as reflected in the Detroit program standards:

- Short-term rental assistance (up to 3 months)
- Medium-term rental assistance (4-18 months)
- Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
- Any combination of the above, as allowed by the [ESG Interim Rule](#).

Housing Relocation and Stabilization Services

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

<b>Financial Assistance</b>	<b>Services</b>	<b>Other Eligible Costs</b>
<ul style="list-style-type: none"> <li>• Rental application Fees</li> <li>• Security deposit</li> <li>• Last month’s rent</li> <li>• Moving costs</li> <li>• Utility deposits</li> <li>• Utility payments</li> </ul>	<ul style="list-style-type: none"> <li>• Housing search and placement</li> <li>• Housing stability case management</li> <li>• Mediation</li> <li>• Legal services</li> <li>• Credit repair</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and facility costs</li> <li>• Related financial assistance associated with provision of Rapid Rehousing</li> </ul>

**Rapid Rehousing Expectations**

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

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

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

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

#### **Rapid Rehousing Program Performance Goals:**

The City will require that all Rapid Rehousing providers track their performance on the following outcomes:

- % of households served will achieve permanent housing within 60 days of referral so long as funds are available. "Available" means allocated, under contract and being reimbursed on a timely basis.
- % of those served are able to maintain housing without RRH assistance by 180 days
- % of those served are not literally homeless after one year
- % of those served are placed on the MSHDA Housing Choice Voucher (HCV) Homeless Preference wait list
- % of adults who gain or increase employment or non-employment cash income over time

#### **4. Homeless Prevention Component**

Who: 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](#), or who are at-risk of becoming homeless and have an annual income below 30% of median family income for the area as determined by HUD.

What: 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 move into other permanent housing, and achieve stability in that housing. Eligible homeless prevention support services activities or programs are designed to prevent the incidence of homelessness. City ESG funds may be used for the operations and direct financial assistance associated with the two Homeless Prevention activities described below:

##### Rental Assistance

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

Rental assistance that may be provided can include:

5. Short-term rental assistance (up to 3 months);
6. Medium-term rental assistance (3-24 months);
7. Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears; or
8. Any combination of the above, as allowed by the [ESG Interim Rule](#).

Housing Relocation and Stabilization

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

Financial Assistance	Services	Other Eligible Costs
<ul style="list-style-type: none"> <li>• Rental application Fees</li> <li>• Security deposit</li> <li>• Last month’s rent</li> <li>• Moving costs</li> <li>• Utility deposits</li> <li>• Utility payments</li> </ul>	<ul style="list-style-type: none"> <li>• Housing search and placement</li> <li>• Housing stability case management</li> <li>• Mediation</li> <li>• Legal services</li> <li>• Credit repair</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and facility costs</li> <li>• Related financial assistance associated with provision of Homelessness Prevention</li> </ul>

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

- Coordinate with mainstream prevention services including Wayne Metro, THAW, DHHS and the 36<sup>th</sup> District Court; and
- Serve all eligible clients without additional entry criteria or participation requirements.

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

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

**Prevention Program Performance Goals:**

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

City of Detroit, Office of Contracting and Procurement

Housing and Revitalization Department CDBG HPS NOFA, FY 2017-2018

October 24, 2016

- % of household that receive assistance will not become literally homeless within 6 months
- % of household that receive assistance will not become literally homeless within 12 months
- % of household that receive assistance will not become literally homeless within 2 years

**B. Ineligible Activities for all Components**

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

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

**C. Review and Scoring of Proposals**

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

Application Section	Total Points Possible
1. Organizational Experience in Addressing Homelessness (30 Total Points Possible) <ul style="list-style-type: none"> <li>a. Provide background on your organization’s history and experience serving those at risk of or experiencing homelessness. Provide evidence of how your organization operates an inclusive, Housing First program. (5 points)</li> <li>b. Outline ALL services provided by the organization to this population (an organizational chart may be included in this section). (5 points)</li> <li>c. Provide characteristic data of the population you serve – based on last year’s data. (5 points)</li> <li>d. Provide outcomes achieved specific to the program you are applying for in the most recent program year. If this is a new program, provide information on why you believe your organization is qualified to serve this population and the expected outcomes for the program year. (5 points)</li> </ul>	30

e. HMIS Capacity: Organization meets the 90% Universal Data Elements quality threshold required by HAND as verified by HAND (Yes-10 points; No—0 points)	
2. Financial Capacity a. Financial management processes, procedures and staff in place to oversee ESG-funded operations and administration (5 points) b. Recommendations and conclusions of most recent desk or formal monitoring visit from the City of Detroit (12 points) c. Tax and audit history (13 points)	30
3. Experience Providing Proposed Components Describe experience for <u>each program component</u> for which your organization is requesting funding in this proposal. (10 points <i>per component proposed</i> )	10
4. Implementation Plans by Component Questions vary by component (Refer to Part II) (30 points <i>per component proposed</i> )	30
TOTAL Points Possible	100

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

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

#### D. Application Instructions

##### 1. Proposal Requirements

Fully completed Part II of the Application including all applicable Forms and Attachments listed in the Checklist. **Each form and attachment should be uploaded individually, and clearly marked with the form or attachment number and document title (e.g. "Attachment 1 IRS Letter"). Failure to follow this instruction will result in a 5 point total reduction in score.** Please note that the City will require only one application per organization, even when applicants are seeking funding for multiple Homeless Public Service components.

##### 2. Submission Method

Proposals must be uploaded into the Bid Sync system and time stamped no later than November 28<sup>th</sup> at 4pm. Late submissions will not be accepted.

##### 3. Timeline

- a. Mandatory Information Session: The City will hold **mandatory informational sessions** for the 2017-2018 CDBG Neighborhood Opportunity Fund prospective grantees on two dates. Prospective subgrantees must attend one of the two workshops: Saturday, November 5<sup>th</sup> from 10am to 1pm at Focus Hope located at 1400 Oakman Blvd, Detroit, MI  
or Wednesday, November 9<sup>th</sup> from 5pm to 8pm at Perfecting Church located at 7616 Nevada Avenue, Detroit, MI
  - b. 2017-2018 CDBG Homeless Public Service Proposal Submission Deadline is November 28<sup>th</sup> at 4pm in Bid Sync at [www.bidsync.com](http://www.bidsync.com)
4. Completeness  
The City will not accept any incomplete proposals and will not contact applying organizations for missing information. All applications will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall proposal score and/or result in total disqualification of an application.
5. Procurement and Non Discrimination Notice
- a. The City Office of Contracting and Procurement solicitations meets 24 CFR Part 85.36 standards for procurement by competitive proposals.
  - b. The City does not discriminate on the basis of race, color, creed, national origin, age, disability, sex or sexual orientation. Complaints may be filed with the City Human Rights Department, Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226.
6. Grievance, Appeals and Termination Procedures
- a. **Process for Appealing a City Funding Recommendation:** The City Council/H&RD Community Development Block Grant Appeals Hearing will serve as a formal opportunity for applicants to appeal the funding recommendations made to City Council. All applicants who applied for funding will receive a letter of 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 (attachment B). 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 their records. Final decisions will not be made on the day of the appeal, but they will be addressed during the 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.
  - b. The City may terminate awards or subrecipient contracts if subrecipients violate program requirements as outlined in this RFP, the City’s policies and the subrecipient agreement. The Termination will follow due process to protect subrecipients’ rights based on the City’s Grievance and/or written policies, subject to the department director’s approval.

Part II: Application

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)?
10. Is your organization a faith-based entity?
11. Program Component(s) for which you are applying. Check all that apply.

Street Outreach	
Emergency Shelter	
Rapid Rehousing	
Homelessness Prevention	

B. Threshold Requirements

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

1. \_\_\_\_ Submission of a complete proposal on time in response to this RFP for FY 2017-2018 funding.
2. \_\_\_\_ Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. If this is your organization’s first time applying for Detroit ESG funds, provide evidence in Attachment 1. (See checklist below for details)
3. \_\_\_\_ At least two (2) years of experience serving eligible homeless or at-risk populations (as defined by [Homeless Definition Final Rule](#)) under one of the following programs as funded by the City, Michigan State Housing Development Authority (MSHDA) or the Michigan Department of Health and Human Services (MDHHS). If this is your organization’s first time applying for Detroit homeless public service funds, provide evidence of experience in Attachment 2. (See checklist below for details)

4. \_\_\_\_ Demonstrate at least 1 person who has experienced homelessness is represented on its Board of Directors or agree to comply if awarded funds. Evidenced in Attachment 3. (See checklist below for details)
5. \_\_\_\_ Current participation in the Detroit HMIS system OR if organization has participated in another HMIS system, Form 1, completed by your HMIS administrator verifying at least 1 year of participation (See Form 1 at the end of this application)

C. Narrative Questions

All applicants must complete questions 1-2 in this section and applicable component questions in questions 3-4.

1. Organizational Experience in Addressing Homelessness (30 Total Points Possible)

- d. Provide background on your organization’s history and experience serving those at risk of or experiencing homelessness. Provide evidence of how your organization operates an inclusive, Housing First program. (5 points)
- e. Outline ALL services provided by organization to this population (an organizational chart may be included). (5 points)
- f. Provide characteristic data of the population you serve – based on last year’s data (5 points)
- g. Provide outcomes achieved specific to the program you are applying for in the most recent program year. If this is a new program, provide information on why you believe your organization is qualified to serve this population and the expected outcomes for the program year. (5 points)
- h. HMIS Capacity: Organization meets the 90% Universal Data Elements quality threshold required by HAND as verified by HAND (Yes-10 points; No—0 points)

2. Financial Capacity (30 Total Points Possible)

- a. Describe the financial management processes, procedures and staff in place to oversee ESG-funded operations and administration (5 points).
- b. Recommendations and conclusions of most recent desk or formal monitoring visit from the City of Detroit:
  - No findings (12 points)
  - Some areas of concerns (8 points)
  - Serious concerns (no points)
- c. Tax and audit history:

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

(13 Points—outstanding issues in this section will result in zero points awarded)

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

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

3. Experience by Component (10 Total Points Possible *per component/program proposed*)
  - a. Describe experience for each program component (**Street Outreach, Emergency Shelter, Rapid Rehousing, Homeless Prevention**) for which your organization is requesting funding in this proposal. Limit each component response to 200 words or less. In particular, describe your agency's success, by applicable component, in achieving positive housing stability outcomes for past participants in your program(s). Please note if you are applying for funding for several shelter programs or locations, you must submit a separate response for each program or location. Clearly label the response by program. (10 points *per component/program*)
  
4. Implementation Plans by Component (40 Total Points Possible *per component/program proposed*) 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. Complete ONLY for components for which funding is sought. Please check only one box. Is this program a:
  - Continuation of an existing program
  - or
  - A new or expanded program

**Street Outreach (limit each section to 200 words each)**

- a. Describe the Purpose and objective of program including:
  - Target population
  - Target areas in city
  - Services to be provided
- a. What is the client/outreach staff ratio
- b. How will you coordinate with other outreach teams who may be providing services in the same area?
- c. Projected number of people to serve in year? – Use written standard outcome/performance standards and ask them to enter targeted outcomes
- d. How do you track, evaluate and improve program throughout the year?
- e. Provide the staff qualifications for each position you are requesting funding for.

**Emergency Shelter (limit each section to 200 words each). Please note if you are applying for funding for several shelter programs or location, you must submit a separate response for each program or location. Clearly label the response by program.**

- a. Provide the purpose and objective of program, the target population and the number of beds.
- b. How many people do you anticipate serving with the 2017-2018 Homeless Public Service grant?
- c. Describe the full package of services to be provided by case management staff.
- d. How will your shelter operate with a Housing First approach?
- e. Dividing the total number of clients to be served by the total staff for the shelter facility, provide a staff to client ratio for your facility.
- f. Provide anticipated outcomes by reviewing the Shelter Performance Goals on page 4 of this RFP.

- g. Provide a narrative or staffing chart to demonstrate staff qualifications and roles.
- h. Yes or No: Do you test for substance abuse or alcohol?
- i. Yes or No: Do you require sobriety to provide shelter?

**Rapid Rehousing (limit each section to 200 words each)**

- a. Does the proposed project have a target population **or** target areas in city? If yes, please describe.
- b. Provide a description of the services to be provided and details on how your organization provides housing-based case management
- c. How will your program operate with a housing first approach?
- d. What is the programs case manager to client ratio?
- e. What is the projected number of people to serve with the grant request?
- f. Provide anticipated outcomes by reviewing the Rapid Rehousing Performance Goals on page 4 of this RFP.
- g. How does your organization coordinate with landlord to ensure timely placement in quality housing?
- h. Provide a narrative or staffing chart to demonstrate staff qualifications and roles

**Homelessness Prevention (limit each section to 200 words each)**

- a. Does the proposed project have a target population **or** target areas in city? If yes, please describe.
- b. Provide a description of the services to be provided and details on how your organization provides housing-based case management
- c. How will your program ensure it is targeting households at imminent risk of homelessness?
- d. What is the programs case manager to client ratio?
- e. What is the projected number of people to serve with the grant request?
- f. Provide anticipated outcomes by reviewing the Prevention Performance Goals on page 4 of this RFP.
- g. How does your organization coordinate with mainstream services to address the full spectrum of households needs for those who are served?
- h. Provide a narrative or staffing chart to demonstrate staff qualifications and roles

**D. Checklist of Forms and Attachments**

- Note in Checklist which of the Forms and Attachments will be submitted with the proposal. In the “Attached” Column if document attached. Each Attachment (A) document must be titled with the appropriate number (for example – “A1 – IRS letter”). Please insert the title at the top of the first page of each attachment.

Attachment or Form #	Description of Documents	Attached?
<b>Threshold</b>		

Attachment or Form #	Description of Documents	Attached?
<b>Threshold for First Time Applicants ONLY</b>		
Attachment 1	<b>A1: IRS letter</b> verifying tax-exempt 501(c)(3) status	
Attachment 2	<b>A2: Proof of 2 years of experience</b> providing homeless services with funding from the City, MSHDA, or MDHHS. Award Letter(s).	
<b>Threshold for All Applicants</b>		
Attachment 3	<b>A4: Board Homeless Participation</b> – letter from Board verifying the board participation of a person who has experienced homelessness including date of appointment.	
Form 1	<b>F1: HMIS Certification</b> – 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.	
<b>Support for Application Narrative Questions</b>		
<b>1. Organizational Experience in Addressing Homelessness</b>		
Attachment 4	<b>A6: Organizational chart</b> – including positions and key roles	
Attachment 5	<b>A7: Board of Directors Roster</b> (with star indicating formerly homeless members) – including positions/titles and affiliations	
<b>2. Financial Capacity</b>		
Attachment 6	<b>A6: CPA prepared Financial Statements</b> for most recent year-end or Single Audit	
Attachment 7	<b>A7: Budgets</b> - Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement	
Attachment 8	<b>A8: Resolution of Findings</b> - Documentation showing status/resolution of any City, HUD and/or IRS findings	
<b>3. Implementation Plans by Component</b>		
Form 2	<b>F5: Budget Template:</b> 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 10	<b>A10: Proof of Matching Funds commitment.</b> Grant Agreement(s), award letter(s) or written commitment of in-kind	
Attachment 11	<b>A11: MOU(s)</b> with collaborating organization(s) if applicable	
Attachment 12	<b>A12: Policies and Procedures</b> for each applicable ESG-related component	

Attachment or Form #	Description of Documents	Attached?
Attachment 13	<b>A13: Certificate of Occupancy</b> (Shelters only)	
Attachment 14	<b>A14: Certificate of Inspection</b> from BSEED or list of code violations to be addressed (Shelters only)	
Attachment 15	<b>A15: Emergency Shelter License</b> , copy of 1 <sup>st</sup> page of Emergency Shelter License stamped by consumer affairs department, or copy of receipt indicating payment of app fee for License (Shelters only)	
<b>For First Time Applicants OR Those Changing Physical Locations</b>		
Attachment 16	<b>A16: Zoning Verification letter</b> from the City BSEED or other proof that proposed facility and/or service sites have permissible zoning classifications	
<b>For Applicants Submitting Appeals of Funding Decisions</b>		
Form 3	F3: Appeal Form	

**Appendix A: Eligible ESG Program Participants**

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

Definition (per <a href="#">Homeless Definition Final Rule</a> )			Eligible Component
Category 1	<b>Literally Homeless</b>	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 Rehousing
Category 2	<b>Imminent Risk or Homelessness</b>	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
Category 3	<b>Homeless Under Other Federal Statutes</b>	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: 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	Emergency Shelter  Homelessness Prevention
Category 4	<b>Fleeing/ Attempting to Flee Domestic Violence</b>	Any individual or family who: 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	Emergency Shelter  Rapid Rehousing  Homelessness Prevention

<b>“At Risk” Homeless Definitions (<a href="#">Homeless Definition Final Rule</a>)</b>		<b>Eligible Component</b>
<b>Individuals and Families</b>	An individual or family who: <ul style="list-style-type: none"> <li>i) Has an annual income <b>below 30% of median family income</b> for the area; AND</li> <li>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</li> <li>iii) Meets one of the following conditions: <ul style="list-style-type: none"> <li>A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</li> <li>B) Is living in the home of another because of economic hardship; OR</li> <li>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</li> <li>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</li> <li>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</li> <li>F) Is exiting a publicly funded institution or system of care; OR</li> <li>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</li> </ul> </li> </ul>	Homelessness Prevention
<b>Unaccompanied Children and Youth</b>	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute	Homelessness Prevention
<b>Families with Children and Youth</b>	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