

City of Detroit

Office of Contracting and Procurement (OCP)
on behalf of the
Housing and Revitalization Department (HRD)



2024-2025 Homelessness Solutions ESG and CDBG

Notice of Funding Availability (NOFA)

NOFA #184293

Part II: Application Packet

NOFA #184293

Release Date: January 31, 2024

Closing Date: March 4, 2024

Contents

Application Instructions	3
NOFA Information	3
Application Requirements.....	3
New and Renewal Applications	3
Submission Method.....	3
Timeline.....	3
Completeness	4
Procurement and Non-Discrimination Notice.....	4
Grievance, Appeals, and Termination Procedures.....	5
Threshold Requirements	6
Funding Recommendations.....	8
Funding Priorities	9
Application Cover Sheet.....	10
Organization Narrative Questions.....	11
Organizational Experience and Capacity in Addressing Homelessness	11
Financial Capacity to Manage City of Detroit Grants.....	16
Program Component Narrative Questions	21
Street Outreach	22
Emergency Shelter	27
Rapid Re-Housing.....	35
Program Benchmarks	48
Forms and Attachments.....	57
Instructions	57
Checklist.....	57

Application Instructions

NOFA Information

Information regarding funding eligibility, program types, and City contracting can be found in Part I: Information Packet. Please review this document prior to responding to Part II: Application Packet.

Application Requirements

For an application to be accepted, it MUST:

- Meet threshold requirements as outlined
- Include narrative responses for all program components you are seeking funding for
- Include all applicable forms and attachments referenced under the Forms and Attachments Checklist section
- Upload the completed Part II: Application Packet in Oracle by submission deadline of March 4, 2024, by 1:00pm.

Important: The City requires only one application per organization. You must fill out the Organization Experience and Capacity in Addressing Homelessness and Financial Capacity to Manage City of Detroit Grants narrative sections for the entire organization **as well as** the program component narrative section for each program you are seeking funding for.

New and Renewal Applications

Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between *January 1, 2022 - December 31, 2023*, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement prior to *January 1, 2022*, are considered a **New Applicant**.

Submission Method

Agencies must submit their application 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](#). **Please note that you must use a Firefox or Chrome web browser; the Supplier Portal does NOT work well with Internet Explorer.**

Timeline

Please be aware of the following important dates associated with this NOFA:

Date & Time	Description
January 31, 2024	NOFA open in Oracle
February 7, 2024, 1:00pm	NOFA Pre-Bid Webinar- Registration Link Attendance is mandatory for all applicants
February 21, 2024, 1:00pm	NOFA Question and Answer Webinar- Registration Link
February 22, 2024, 11:00am	Questions close in Oracle
March 4, 2024, 1:00pm	NOFA closes in Oracle

The Applications must be uploaded into the [Oracle system](#) and time stamped no later than **1:00pm on March 4, 2024**. Applicants are strongly encouraged to submit applications before the deadline to allow time for resolving any technical difficulties. **Late submissions will not be accepted. Mailed, faxed, or emailed copies of the application will not be accepted.**

Completeness

The City will not contact organizations for missing information. All applications meeting threshold requirements 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. **Organizations are encouraged to begin uploading all required documents prior to the deadline to ensure adequate time to address any technical challenges.**

Any questions regarding application content or process must be submitted via the [Oracle system](#). Prior to submitting questions in oracle, please review the 2024-2025 Homelessness Solutions NOFA FAQ posted in the Oracle system. The City will provide technical assistance workshops upon release of the application. All questions must be submitted in Oracle by February 22nd at 11am.

Procurement and Non-Discrimination Notice

The City Office of Contracting and Procurement solicitation meets 2 CFR 200 standards for procurement by competitive applications. 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 (313-224-4950, crio@detroitmi.gov)

Grievance, Appeals, and Termination Procedures

The Detroit 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 form that will be provided when funding recommendations are announced. 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 agreements at any time if subrecipients violate program requirements as outlined in this NOFA, 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.

Threshold Requirements

All applications must meet the following basic eligibility requirements to be accepted and considered for funding. Before completing your application, review *Part I: Informational Packet* for further detail on each program component, funding availability, and other eligibility requirements. Refer to the Forms and Attachments Checklist for more information on the threshold requirements.

Important: If you had an active City of Detroit Homelessness Solutions division subrecipient agreement at any time between *January 1, 2022 - December 31, 2023*, you are considered a **Renewal Applicant**. If you have not had a contract with City of Detroit Homelessness Solutions division OR had a subrecipient agreement prior to *January 1, 2022*, you are considered a **New Applicant**.

1. Submit a completed application by **March 4, 2023, at 1:00pm** in Oracle. Your application's timestamp will be reviewed once submitted in Oracle to verify timely submission.
2. Attend the **NOFA Pre-Bid Webinar** held on February 7, 2024, at 1:00pm. Registration information can be found in *Part I: Informational Packet* or by clicking the [link here](#).
Note: HRD will track attendance through Microsoft Teams. Organizations must be present within 15 minutes of the start time and stay the duration of the webinar.
3. Document at least one **person with lived experience of homelessness is 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 as **Attachment 1** or if unable to disclose the person's name, you may submit a verification letter.
4. Applicants must have adequate funds available for timely payments to landlords, utility companies, and other third-party vendors. The City requires that all applicants seeking Homelessness Solutions funding to certify that they have cash on hand to cover three (3) months of working capital. Submit **Form 2** as proof of this financial capacity.
5. Agency must have an active **System for Award Management (SAM) registration** and be in good standing. Submit current SAM registration as **Attachment 2**.
6. Agreement to adhere to HUD and City of Detroit sub-recipient terms, conditions, and regulations. Submit **Form 3, Certifications and Assurances**, to verify compliance.
7. **Single Audit or Prepared Financial Audit:**
 - a. **For agencies that expend \$750,00 or more in federal funds in one year:** Submit Single Audit, previously known as the OMB Circular A-133 audit, as **Attachment 3**. The **single audit must have reviewed financials from 2022 or later** to meet this requirement; 2023 is preferred. Agencies with open findings that relate to fraud, significant waste or misuse of funds will not be considered for grant funding.

- b. **For agencies that did not expend more than \$750,000 in federal funds:**
Submit audited financials **from 2022 or later** to meet this requirement (2023 preferred) as **Attachment 3**. Agencies with open findings that relate to fraud, significant waste or misuse of funds will not be considered for grant funding.
- 8. Must be a non-profit, 501(c)(3), 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, as verified by the IRS.
 - a. Must show proof of 501(c)(3) status by uploading letter from the IRS as **Attachment 4**.
 - b. Submit an affidavit stating the agency is in good standing with the IRS and has maintained their 501(c)3 status as **Form 4**.
- 9. Attach **Form 5** agreeing to adhere to implementing Equal Access requirements.
- 10. Attach **Form 6** certifying that the agency does not have active blight tickets at any building where services will be provided.
- 11. New: Emergency shelters and warming centers must apply for a minimum of 20 beds in order to be consider for funding.**
- 12. **For new applicants only:** If the applying organization has participated in a HMIS system outside of Detroit, verify at least one year of participation in **Form 1a**. If the agency does not currently enter data into HMIS, complete **Form 1b**.
- 13. **For new applicants only:** Applicant has at least two (2) years of experience operating social service programs with public and/or private funding. If this is your organization's first time applying for Homelessness Solutions funding, demonstrate through a submission of an award letter(s) as **Attachment 5**.

Application Scoring Grid

Applications must meet the threshold requirements outlined on the previous pages in order to be scored.

A competitive application will reflect the scoring criteria outlined below.

Application Section	Points Possible
Organization Experience and Capacity in Addressing Homelessness	15
Financial Capacity to Manage City of Detroit Grants	20
Program Budget <i>Note: If you are applying for multiple programs, each budget will be scored separately</i>	15
Program Component Narrative <i>*Note: If you are applying for multiple programs, each narrative will be scored separately.</i>	30
Program Components Benchmarks <i>*Note: If you are applying for multiple programs, each benchmark section will be scored separately.</i>	10
Data	10
Substantiated Grievances and Contract Violations	-1 point for each <i>(max -5 points)</i>
Application Attachments	-1 for each missing or incomplete attachment <i>(max -5 points)</i>
Total Possible Points	100

Funding Recommendations

All funding decisions are made at the discretion of the City and subject to competition and funding availability. Meeting threshold does not guarantee funding.

Funding recommendations will consider the overall score, with higher scoring applications having the potential to be recommended for higher amounts of funding. When determining funding, the following factors are taken into consideration: overall application score, funding amount requested, funding amount in previous years (if applicable), and past recaptured funds (if applicable). **Submission of an application does not guarantee funding.**

Applicants that score a minimum of 80% will be prioritized for funding. If an applicant scores below 80%, funding will be contingent based on the system need for the available service, such as providing a status quo of shelter beds. These decisions will be made based on availability of funding; applicants will also be required to enter into a monthly performance improvement plan for the duration of the contract.

Funding Priorities

Funding through this NOFA is limited. If the City receives more applications than available funding, the following priorities will be taken into consideration:

- Maintain the current number of shelter beds available
 - New emergency shelter applicants will be prioritized based on the ability to serve current system needs for beds for single males and those fleeing domestic violence
- Fund shelter programs that provide a minimum of 20 beds
- Fund up to one Prevention provider as determined by the final NOFA score
 - Prioritize programs that provide as many eligible activities for prevention allowable under ESG regulations
 - Expected that no more than \$500,000 allocated to this program activity
- Prioritize Rapid Rehousing providers that can serve all populations (families, single, and youth).
 - Consistent with previous years, may fund one youth specific program dependent upon applications and scoring
 - Expected that no more than \$1,000,000 allocated to this program activity

Application Cover Sheet

Agency Information <i><u>ALL APPLICANTS:</u> Fill out the table below providing an overview of your Agency</i>	
Applicant Organization Legal Name <i>must match UEI #</i>	
Applicant Mailing Address:	
Unique Entity ID (UEI):	
Federal ID Number:	
Contact Person <i>responsible for answering questions & receiving notification about this application:</i>	
Contact Person - Telephone Number:	
Contact Person - Email:	
Agency Website:	
Is this Organization a 501(c) (3)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization a faith-based entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of employees in your agency:	
Number of agency employees that reside in the City of Detroit:	

Program Information <i><u>ALL APPLICANTS:</u> For any applications you are submitting under this NOFA, complete the table below. An example is listed in the first row (you may delete this example and use this row).</i>			
Program Component	New or Renewal Project?	Population(s) Served	Requested Amount
<i>Ex: RRH</i>	<i>Ex: Renewal</i>	<i>Ex: Youth</i>	<i>Ex: \$350,000</i>

Organization Narrative Questions

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

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Organizational Experience and Capacity in Addressing Homelessness

(15 points possible)

- 1. Briefly describe your agency's mission and vision. Describe how serving households experiencing homelessness or at risk of homelessness align with the mission and vision. Attach your Organizational Chart as Attachment 6.**

Scoring will be based on the following:

- Response thoroughly describes agency's mission and vision and clearly demonstrates a commitment to and alignment with serving households experiencing homelessness or those at-risk of homelessness as described in Part I of this NOFA*
- Organizational Chart attached as **Attachment 6***

- 2. How has your agency evolved over the past 5 years to uphold low-barrier access and housing first philosophies in programs serving households experiencing homelessness? Describe how your agency has shifted organizational culture and practices to uphold these best practices.**

Scoring will be based on the following:

- Response describes specific updates to agency programming to align with housing first best practice*
- Response provides specific examples of shifting organizational culture and practices*
- Response accurately describes principles of housing first and low barrier access, including immediate access to shelter/housing without preconditions; permanent housing as a goal; services that are tailored to individual need; low-barrier program entry*

3. Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency’s Grievance Policy as Attachment 7 and fill out the below chart.

New Applicants: Attach a copy of your agency’s current policy as Attachment 7 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.

Grievance Policy		
<i>Fill out the below chart regarding your agency’s Grievance Policy. To receive full points, your agency’s policy must include ALL items listed below.</i>		
Policy Name:	Policy Page #:	
	Y / N	Page #
Grievance Policy is uploaded as Attachment 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
The agency has its own Grievance Policy; did NOT upload the CoC Grievance Policy	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy clearly outlines how the Grievance Policy is made available to residents, including when it is introduced and how it is communicated throughout their time in the program	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy outlines guidelines, staff roles, and timeframes for responses to grievances by the agency	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy outlines a process to protect households from retaliation, including a process for anonymous submissions	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- *Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements*
- *Applicant’s Grievance Policy is included as **Attachment 7** and is NOT the CoC Grievance Policy*
- *Policy includes staff roles and responsibilities*

New Applicants:

- *Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy-*
 - *Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities and who at the organization will be responsible for handling grievances.*
 - *Response demonstrates commitment to including all elements in the above chart*

4. Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency’s Staff Training Policy as Attachment 8 and fill out the below chart. Add additional rows as needed.

New Applicants: Attach a copy of your agency’s current policy as Attachment 8 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.

Staff Training			
<i>Fill out the below chart regarding your agency’s required Staff Trainings. To receive full points, your agency’s policy must include ALL items listed below. Policy Page # must direct the reviewer to HUD and City mandated training section.</i>			
Policy Name:		Policy Page #	
Training Policy is uploaded as Attachment 8		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Required Trainings <i>Per the HS Manual</i>	Training <i>Provider, Name of Training, Format</i>	Brief description <i>1-2 sentences</i>	Staff to attend <i>Include staff titles</i>
Example (delete when completing): Cultural Competency	<i>Ruth Ellis Center, "Building Safety for Youth & Families – SOGIE Part 1", Virtual</i>	<i>Participants develop a framework for identity that helps them navigate conversations and create safe space for LGBTQ youth</i>	<i>RRH Program Director, Program Manager, Case Managers, Data Entry Specialist</i>
HUD Regulatory Requirements (2 CFR 200)			
ESG Regulatory Requirements			
Housing First			
Fair Housing / Equal Access / Housing Law			
Safety Protocol			
CPR / First Aid			
Resident’s Rights / Grievance Process			
Trauma Informed Care			
Cultural Competency Training			
<i>Add additional rows below, as needed</i>			

Scoring will be based on the following:

Renewal Applicants:

- Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements
- Applicant's Staff Training Policy is included as **Attachment 8**
- Policy includes staff roles and responsibilities

New Applicants:

- Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy-
 - Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities
 - Response demonstrates commitment to including all elements in the above chart

5. Training and CoC Membership

Renewal Applicants: No response is needed as your agency will be scored based on HRD attendance records and CoC General Membership records.

New Applicants: If you are not a current Detroit CoC General Membership voting member, describe how your agency will become a voting member in 2024-2025. How will you ensure that both program and finance staff are available to attend the required Homelessness Solutions training, technical assistance meetings, and webinars? There are typically 1-3 hours long and occur 1-2 times per quarter.

Scoring will be based on the following:

Renewal Applicants:

- 23-24 funded agencies attended both December 2023 subrecipient trainings and the response matches the City's attendance records for this event (N/A for new applicants)
- 22-23 funded agencies who attended all applicable quarterly technical assistance sessions throughout the 2023 calendar year will be scored higher. Response matches the City's attendance records for these events (N/A for new applicants)

New Applicants:

- Response describes a clear commitment to being an active and engaged participant in the Detroit CoC by becoming a voting general member. The response should detail what staff member, by title and name, will be responsible for attending and participating in CoC business.
- Response describes a clear commitment by the agency to attending all required trainings, technical assistance meetings, and webinars
- Response describes how the agency will ensure both program and finance staff (including staff titles) are available to attend required trainings in 2024.

6. What specific strategies or initiatives does your agency employ to recruit board members that identify as Persons with Lived Experience of Homelessness (PWLEH) from the Detroit Homeless population?

Scoring will be based on the following:

- *Response describes a board recruitment process that targets a diverse population reflective of the Detroit homeless population, including persons with lived experience of homelessness*
- *Agency removes financial obligations for serving on the Board*
- *Response describes a training plan for the board that at minimum includes an overview of the Detroit CoC*

- 7. Describe a process or policy that was updated in 2023 because of feedback from a PWLEH program participant. Briefly describe what changes were made and how residents provided feedback and collaboration toward this change. If your agency does not currently have programs for people experiencing homelessness, provide an example from a different program.**

Scoring will be based on the following:

- *Response describes a process or policy that was updated as a result of feedback or collaboration from program residents in 2023 (Renewal Applicants) or another program you currently operate (New Applicants)*
- *Response describes how residents were engaged ex: surveys, focus groups), which staff gathered that feedback, and how the change was incorporated into the program design*

- 8. How does your agency work to “screen in” job applicants that are PWLEH? How does your agency support the professional growth and development of employees that are PWLEH?**

Scoring will be based on the following:

- *Response demonstrates that the agency prioritizes hiring PWLEH for all positions, including both frontline staff AND management positions*
- *Response calls out how they may differ their recruitment strategies to ensure PWLEH are “screened in”, including replacing education or employment requirements with lived experience*
- *Response includes details of the provision of continuing education to assist PWLEH develop into leaders and managers within the agency*
- *Response indicates that the agency’s employment application process accounts for life experience in place of education*
- *Response includes details about recruitment practices, including where job openings are physically posted*

Financial Capacity to Manage City of Detroit Grants

(20 points possible)

SCORING GUIDELINES: Agencies scoring will be based on Financial Performance and Financial Capacity and Compliance. 6 points are allocated to Financial Ratio Analysis (refer to Appendix E in **Part 1: Informational Packet** for more information) utilizing applicant CPA prepared Financial Statements, Budgets, and/or IRS 990's. Fourteen points are allocated to Financial Capacity and Compliance utilizing financial monitoring history, resolution of finding history and narratives related to financial management processes.

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

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

- 1. Describe the agency's financial management system per 2 CFR 200. Include in your response: (a) specific accounting system in place and (b) safeguards and internal control policies. Attach your agency's financial policies and procedures, as Attachment 9, that match your narrative response and include page numbers where this information can be found.**

Scoring will be based on the following:

- *Response describes the financial management system per 2 CFR 200.302, and describes how it:*
 - *Produces accurate, current and complete financial records (include accounting system);*
 - *Safeguards and effectively controls funds for authorized purposes;*
 - *Utilizes/status of written accounting policies and procedures*
 - *Financial Management Policies and Procedures are attached as **Attachment 9** and include page numbers*
 - *Response matches the policies and procedures attached*
- 2. Attach a list of grant awards received and/or expended during the timeframe of 1/1/23-12/31/23 as Attachment 10 and complete the chart below by providing the names and qualifications for financial personnel in place who oversee CDBG and ESG funded operations and administration.**

Financial Staff

<i>Financial personnel in place who oversee CDBG and ESG funded operations and administration</i>	
Name	Qualification(s)

Scoring will be based on the following:

- Agency include a list of grant awards received and/or expended during the timeframes of 1/1/23 and 12/31/23 as **Attachment 10**.
- Chart list the qualifications of finance staff in place to oversee CDBG and ESG funded operations and administration.

3. **Complete the chart below to describe the systems your organization will use to record staff time and activities to ensure accurate billing of eligible activities. Per 2 CFR 200, all staff time billed to a HUD grant must be supported with staff time sheets or certifications.**

Recording Staff Time & Activities		
<i>Per 2 CFR 200, all staff time billed to a HUD grant must be supported with staff time sheets or certifications</i>		
Name of timekeeping system agency uses:	Y / N	Policy Name & Page #
Policies & procedures governing timekeeping are uploaded as Attachment 11	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policies & procedures related to record retention of time keeping documents are uploaded as Attachment 11	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

- Applicant completed the chart in its entirety
- Policies and procedures including software and/or process, to track, record, approve and allocate staff time and activities to grant and/or multiple grants are uploaded as **Attachment 11**
- Policies and procedures references use of [Homelessness Solutions Manual](#) and/or HUD eligible activity guidance and contract budget to ensure allowability and accuracy of invoices.
- Policies and procedures ensure that staff time is not double billed to multiple grants/grantors

4. **Renewal Applicants - Timely submission of reimbursement packages are required and must be submitted monthly, by the 15th of the following month. Agencies will be scored on their history of reimbursement packet submission based on HRD records. A**

narrative response is not needed for this question as renewal applicants will be scored according to the criteria below.

***New Applicants-* Must describe the process they will put into place to ensure that reimbursement packets are submitted on the 15th of the month following the period when expenses were paid.**

Scoring will be based on the following:

Renewal Applicants:

- *A comprehensive audit and data visualization of submission timeliness history will be conducted by HRD staff:

 - *A high score will be given to those applicants who submitted packets by the 15th of the following month at 100% of the year.*
 - *A medium score will be given to those applicants who did so at least 75% of the year.*
 - *A low score will be given to those applicants who did so at least 50% of the year.*
 - *No score (0 points) will be given to those applicants who did so less than 50% of the year.**

New Applicants:

- *Detail the staffing and procedures that will be put in place to meet the submission deadline each month, including identifying staff responsible for submission.*

5. Single Audit or Prepared Financial Audit: Agencies that expend \$750,00 or more in federal funds in one year must submit Single Audit previously known as the OMB Circular A-133 audit, as Attachment 3. Agencies that did not expend more than \$750,000 in federal funds must submit audited financials as Attachment 3.

Scoring will be based on the following:

- *Agencies with open findings that relate to fraud, significant waste or misuse of funds will not be considered for grant funding.*
- *Single Audit or Prepared Financial Audit uploaded as **Attachment 3***
- *Agency will receive full points if unmodified opinion (clean audit)*
- *Audit must be from 2022 or later; 2023 preferred*
- *If modified, agency will lose points*

6. Resolution of Findings: Fill out the below chart detailing any audit or audit findings that have arisen in the past three (3) years. For any findings, attach supporting documentation in Attachment 12 to explain and demonstrate resolution of the solution/finding.

Resolution of Findings	
<i>Detail any audit or audit findings that have arisen in the past three (3) years and their subsequent resolution or status</i>	
	Y / N
City of Detroit OCFO	<input type="checkbox"/> Yes <input type="checkbox"/> No

City of Detroit HRD	<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
For response of “Yes” to any of the above, applicant attached supporting documentation in Attachment 12 to explain and demonstrate resolution of the solution / finding	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Scoring will be based on the following:

- *Applicant completed the chart in its entirety*
- *Response demonstrates that there are no unresolved findings or clearly demonstrates that a response has been submitted and Agency is awaiting review/resolution from the respective agency*
- *Agencies with open findings that relate to fraud, significant waste or misuse of funds will not be considered for grant funding*
- *Points will be awarded to applicants who do not have any current or prior year audit findings based on the following scale: 0-2 findings will be awarded 1 point, 3-5 findings will be awarded ½ point, 6 or more findings will not be awarded points.*

7. Grant Funds Expenditure:

Renewal Applicants: No narrative is needed for this question as scoring for will be determined by HRD staff based on the most recent 22’23 subrecipient agreement (2023 calendar year) completed billing packets.

New Applicants: Please provide a narrative description of the process by which you will monitor spending to ensure that all awarded funds are expended fully and on eligible activities only. Include staff titles, and the duties for which those staff members will be responsible. Also, include examples of other federal awards that you spent down completely.

Scoring will be based on the following:

Renewal Applicants will be scored based on the below expenditure rates:

- *A high score will be given to those applicants that have expended 100% of their total award by February 1, 2024.**
- *A medium score will be given to those applicants that have expended at least 90% of their total award by February 1, 2024.**
- *A low score will be given to those applicants that have expended at least 75% of their total award by February 1, 2024.**
- *No score will be given to applicants that have expended less than 75% of their total award by February 1, 2024.**

**NOTE* - If an applicant turned in excess funds early, in collaboration with their Program Manager, that amount has already been accounted for and deducted from the “total award”.*

New Applicants will be scored based on a response that:

- *Fully addresses ongoing communication between grants accounting and program staff and demonstrates a thorough understanding of the program component being applied for.*
- *Please note that agencies that have never received a federal award can use other philanthropic funds that were completely expended but will receive a lower score.*

8. **Financial Ratio Analysis** Applicants should review the Financial Ratio Analysis located in Appendix E in **Part 1: Informational Packet** which utilizes CPA prepared Financial Statements, Budgets, and/ IRS Form 990. This analysis will be conducted by the City of Detroit Office of The Chief Financial Officer and will be worth 6 points. The following attachments are required for the Financial Ratio Analysis:
- a. **For agencies that expend \$750,00 or more in federal funds in one year:**
Submit Single Audit, previously known as the OMB Circular A-133 audit, as **Attachment 3**. The single audit must have reviewed financials from 2022 or later to meet this requirement; 2023 is preferred.
 - b. **For agencies that did not expend more than \$750,000 in federal funds:**
Submit audited financials from 2022 or later to meet this requirement (2023 preferred) as **Attachment 3**.
 - c. IRS Form 990 as **Attachment 13a**
 - d. Current year organizational budget as **Attachment 13b**
 - e. Most recent Profit and Loss Statement as **Attachment 13c**

Program Component Narrative Questions

Read prior to completing Program Component Sections:

1. Please complete the **Organization Narrative** Questions before proceeding to the applicable Program Component Narrative Questions below.
2. If applying for multiple program types (i.e. Agency applying for both Street Outreach and Emergency Shelter):
 - a. Provide a separate response for each program type that you are applying for
 - b. If applying for multiple programs of the same program type: (i.e.: Agency applying for 2 Emergency Shelters):
 - i. Respond based on agency policy and procedure, if applicable note any difference between programs in your response (i.e family vs. Single male shelter)
3. All applicants must complete the questions in the Benchmarks section.
 - a. If applying for multiple renewal programs, benchmarks need to be completed for each program individually. Do not combine data from multiple programs when completing benchmarks.
4. All applicants must complete questions in the Data Section
 - a. Only one response is needed, regardless of how many programs agency is applying for.

Street Outreach

(30 points possible)

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

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Program Name: _____

Project Type: New Applicant Renewal Applicant

Willing to participate in DHOT (refer to the Street Outreach section in Part 1: Informational Packet): Yes No

1. How many years has your organization been funded by the City of Detroit to provide street outreach to people experiencing unsheltered homelessness? How has your outreach program evolved from year to year to successfully house this population?

Scoring will be based on the following:

- *Response provides details of at least one year of experience providing basic needs street outreach and navigation services to households experiencing unsheltered homelessness*
- *Response details the agency's history of incorporating housing navigation services that result in unsheltered households moving into permanent housing*
- *Response details how the quality of outreach services provided has evolved over time, including navigation services*
- *Response details how outreach and navigation evolve based on changing environment and housing needs of those being served*

2. Provide your proposed schedule for the 2024-2025 grant year. In the below table, indicate which hours of the day your team will be available, staff titles of staff that will be working and what services will be provided (Basic Needs Outreach, Navigation, or Office Hours).

NOTE: Outreach teams are expected to have both outreach **AND** navigation hours included in their schedule.

Proposed Outreach Schedule

Fill out the below chart regarding your agency's Proposed Outreach Schedule. Be sure to detail both staff titles and available hours using the rows to detail what services will be provided, and the columns to indicate which days of the week the team will be available.

	Mon	Tues	Wed	Thurs	Friday	Saturday	Sunday
Basic Needs							
Navigation							
Office Hours							
Total Hours							

Please check off what holidays your team is available to work:

- | | |
|---|--|
| <input type="checkbox"/> New Years Day | <input type="checkbox"/> Labor Day |
| <input type="checkbox"/> Martin Luther King Day | <input type="checkbox"/> Thanksgiving |
| <input type="checkbox"/> Easter | <input type="checkbox"/> Christmas Eve |
| <input type="checkbox"/> Memorial Day | <input type="checkbox"/> Christmas Day |
| <input type="checkbox"/> Fourth of July | |

Scoring will be based on the following:

- *Response outlines that agency will have dedicated hours for both navigation AND basic needs outreach*
- *Response outlines that agency will provide basic needs outreach/navigation services at least 5 days per week and will be in the community at least 6 hours per day (basic needs / navigation hours)*
- *High scores will be awarded to agencies that provide basic needs outreach/navigation services outside of normal business hours, including after 5PM and/or Saturday/Sunday*
- *High scores will be awarded to agencies that confirm via the above checklist they will provide basic needs outreach/navigation services on at least one of the above listed holidays*

3. In 2023 HRD began assigning community outreach requests to teams based on schedule and location. These requests require an update within 48 hours. Describe how your program will adjust to these requests, what type of engagement and services will be offered to these households and how updates are provided to HRD.

NOTE: Renewal Applicants will also be scored on timeliness of Smartsheet updates in 2023.

Scoring will be based on the following:

- *Response describes ability to rearrange staff schedules to provide outreach needs within 48 hours of request based on HRD's records*
- *Response describes a sustainable plan to pivot in order to respond and report out updates to requests*

- *Response describes providing basic needs services, connections to CAM, intake and/or referral to another navigator*
- *Response describes that agency will continue to follow-up with households who are not interested in services*
- **Renewal Applicants Only:** *Points will be removed for agencies whose updates were added more than 7 days from the request, per the Outreach Request Coordination Smartsheet*

4. HMIS Data Entry: The City strongly encourages real time data access and entry allowing staff to utilize HMIS in the field.

Describe how you will ensure your organization will be able to provide real time data access and entry in the field. When real-time data entry isn't possible, describe how you will ensure program entry and case notes are entered into HMIS within 48 hours of engagement. In your response, detail which staff will be responsible for data entry and oversight, how you will ensure all outreach staff have their HMIS licenses and relevant technology within 30 days of hire.

Scoring will be based on the following:

- *Response describes how the agency will ensure real-time data access AND entry in the field, including a detailed plan on how agency will ensure data is entered within 48 hours.*
- *Response includes a max 30-day timeline for outreach staff to obtain their HMIS licenses and equipment*
- *Response identifies which staff will be responsible for data entry and oversight, including running data quality reports.*

5. What best practices does your agency use to engage with households that are resistant to outreach services? Describe how resident choice is incorporated into decision-making.

Renewal applicants should reference techniques used in their current outreach program and new applicants should use an existing program. In your response, include how cases are assigned to outreach workers and how your agency monitors caseloads.

Scoring will be based on the following:

- *Response details the agency's use of motivational interviewing, trauma-informed care, and recurring engagement and trust-building to engage households*
- *Describes how best practices, such as progressive engagement and Harm Reduction, are utilized in working with households*
- *Response describes how cases will be assigned to outreach staff and monitoring mechanisms, including an internal tracking mechanism and monitoring by supervisor / manager at least monthly*

6. How does your outreach team engage with community service organizations to better identify unsheltered individuals in the community, especially historically marginalized

communities such as LGBTQ+, non-English speakers, or refugees. List example(s) of partnerships your program has formed with the community. New applicants should use a program the agency currently operates to respond

Scoring will be based on the following:

- *Response includes a list of non CoC related local partnerships*
- *Response includes at least one example of how your program has partnered with an organization to identify and serve those in a marginalized population experiencing unsheltered homelessness*
- *Agencies who hire staff that represent at least one of the populations mentioned above and/or has bilingual staff will be scored higher*

7. How does your team work to connect residents with healthcare services? Detail your agency's experience working with healthcare services. What is the process your program follows to obtain a verification of disability?

Scoring will be based on the following:

- *Response details how referrals are made to health care services. Higher points will be awarded to those who have formalized relationships with health care providers*
- *Response describes partnerships with applicable health services to ensure resident's health needs are met*
- *Response describes that staff can navigate the health care system and SSI office, etc. to verify disability*
- *Response describes allowable verification of disability documents, including the proper staffing credentials needed to complete this form*

8. Describe how your team will ensure households are connected to available shelter and/or CoC housing resources such as HCV, RRH, and PSH. How will your teamwork with households to gather eligibility documentation for housing programs? How will/do you ensure the navigation workflow is completed in HMIS?

NOTE: Renewal Applicants will also be scored on how many PSH packets were submitted by your City funded outreach team.

Scoring will be based on the following:

Renewal Applicants:

- *High scores will be awarded to outreach teams that submitted a minimum of 25 PSH packets in 2023*
- *Response describes the process the team follows to ensure all households are connected to CAM for referrals to housing in a timely manner*
- *Response details the safeguards in place to ensure that support is provided to case managers that need additional assistance to shelter / house an individual*

New Applicants:

- *Response describes the process the team will follow to ensure all households are connected to CAM for referrals to housing in a timely manner.*

- *Response details the safeguards to be put in place to ensure that support is provided to case managers that need additional assistance to shelter / house an individual*

Emergency Shelter

(30 points possible)

SCORING GUIDELINES: Applications requesting funding for several programs or locations (ex: shelter and warming center) must list all programs applying for. Only one response is needed for all emergency shelter programs.

Limit your response to each question to 300 words or fewer. Failure to do so will result in a reduction in points.

If shelter programs require different responses, specify that in your response. Word counts for unique responses will be counted separately in order for the applicant to respond fully to the question.

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Shelter Program Overview

Create a new table for EACH shelter your agency is applying for; copy and paste this table as needed.

Shelter Name:	
Emergency Shelter or Warming Center:	
Location:	
Congregate or Non-Congregate:	
If congregate, how many households per room:	
Number of beds (not including cribs):	
Population Served:	

New or Renewal Program:	
1 st year of shelter operations for this site (i.e. 2007)	

- 1. Households entering shelter must be provided housing focused case management services that are unique to the household’s needs and will help them resolve their homelessness as quickly as possible. As such, shelters must have a case management policy and procedure manual that outlines expectations in alignment with the [Homelessness Solutions Manual](#).**

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency’s Emergency Shelter Case Management Policy as Attachment 15 and fill out the chart below.

New Applicants: Attach a copy of your agency’s current policy as Attachment 15 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.

Case Management Policy		
<i>To receive full points, your agency’s policy must include ALL items listed below.</i>		
	Y / N	Page #
Case Management Policy is uploaded as Attachment 15	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy describes how housing focused case management is a focus of services provided	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy states that a housing plan is created within 14 days of shelter entry	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes assisting households with securing vital documents required for permanent housing	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details case managers working with CoC, or outside partners as necessary, to achieve positive housing outcomes for households (Secretary of State, housing agencies, RRH/PSH, CAM, etc.)	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes a case manager to household ratio of no more than 1:25	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- *Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements*
- *Policy uploaded as **Attachment 15***

- *Policy outlines case management expectations, developing housing plans that are unique to the needs of the residents, data entry into HMIS and paper files (if applicable), and housing search assistance*
- *Policy specifies expectations of housing focused case management, including assisting in the housing search, completing housing applications, and completing HCV applications*
- *Case managers are reflected in the budget*

New Applicants:

- *Agencies with an existing policy will be scored based on the criteria listed above.*
- *For agencies without a policy:*
 - *Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities*
 - *Response demonstrates commitment to including all elements in the above chart*
 - *Case managers are reflected in the budget*

2. In 2023 HRD, in coordination with providers, implemented Shelter Community Standards (reference Appendix F in Part I). Complete Form 8 as this question will be scored based on your response in that document.

Scoring will be based on the following:

- *Applicant completed **Form 8** in its entirety*
- *Response describes a detailed account of how the agency is or will be implementing the Community Standards*
- *Response has a clear staff training plan with timeframes*
- *Shelter expectations are made available to households beyond just intake and are reviewed on a regular basis*
- *If current rules are not aligned with the Community Standards, the response clearly shows a willingness to be in compliance with these expectations by the start of the grant term*

3. Low Barrier:

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency’s Low Barrier Policy and resident facing shelter rules/guidelines as Attachment 16 and fill out the below chart.

New Applicants: Attach a copy of your agency’s current policy as Attachment 16 and fill out the below chart. If your agency does not have a current policy, detail how you will ensure a Low Barrier Policy and resident facing shelter rules/guidelines will be in place within 90 days of the contract start date that include all of the elements listed in the chart.

Low-Barrier Policy

Fill out the below chart regarding your agency's Low-Barrier Policy. To receive full points, your agency's policy must include ALL items listed below.

Policy Name:	Policy Page #:	
	Y / N	Page #
Low-Barrier Policy and shelter rules/guidelines are uploaded as Attachment 16	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
The policy describes how the program is operating with a Low-Barrier model that is aligned with City of Detroit policies and procedures	<input type="checkbox"/> Yes <input type="checkbox"/> No	
The policy describes minimal rules and barriers to program entry and exits, harm-reduction strategies, and steps taken to minimize denying household entry and exits to ensure positive housing destinations are being met.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Resident-facing documents adhere to low barrier standards	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- *Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements*
- *Low Barrier Policy and resident-facing shelter rules/guidelines are included as **Attachment 16**.*
- *Describes a process for incorporating feedback from residents or other PWLEH in the shelter program and reflects the requirements outlined in the [Homelessness Solutions Manual](#).*
- *Policy doesn't require unnecessary intake requirements such as additional screening, criminal background check (unless shelter is located near minors), drug screenings, etc.*

New Applicants:

- *Agencies with an existing policy will be scored based on the criteria listed above.*
- *For this without a policy:*
 - *Response demonstrates commitment to including all elements in the above chart*
 - *Response describes a max 90-day timeline to draft and implement the policy including staff roles and responsibilities*
 - *Describes how daytime, evening, and weekend staff will be trained on the policy prior to serving residents*

4. Walk-In/After Hours Policy:

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency's Walk-In/After Hours Policy as Attachment 17 and fill out the below chart.

New Applicants: Attach a copy of your agency’s current policy as Attachment 17 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.

Walk-in/After-Hours Policy		
To receive full points, your agency’s policy MUST include ALL items listed below.		
Policy Name:	Policy Page #:	
	Y / N	Page #
Walk-in/After-Hours Policy is uploaded as Attachment 17	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy clearly explains the procedure for coordinating a warm handoff with another agency if the household(s) cannot be accepted as overflow	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy clearly explains the procedure for overflow if the household(s) can be accepted as overflow	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes the procedure for overflow household (when applicable) getting connected to CAM on the following business day	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy allows for overflow residents during a Code Blue/Code Red	<input type="checkbox"/> Yes <input type="checkbox"/> No	
How many overflow beds are currently available in 2024?		
How many overflow beds will be available in 2025?		

Scoring will be based on the following:

Renewal Applicants:

- Applicant completed the chart in its entirety. Applicant’s Walk-In/ After Hours Policy is included as **Attachment 17**.
- Agencies that offer overflow space both 2024 and 2025 will be scored a higher number of points
 - If yes, agency has overflow space: response describes number of spaces, and type (chair, cots, floor, etc).
 - If no, agency does not have overflow space: policy describes a process that ensures residents have a safe place to stay for the night, including exploring diversion options

New Applicants:

- Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy:
 - Response describes a max 90-day timeline to draft and implement the policy including staff roles and responsibilities
 - Response demonstrates commitment to including all elements in the above chart

5. Diversion:

How do you train all staff (on all shifts) on diversion? Describe the process staff use to divert household to a safe place if they show up to your shelter as a walk-in/overflow household when you shelter is at capacity.

Scoring will be based on the following:

- *Response includes who provided the diversion training (internal staff position, outside training source, CAM, or HRD staff), how all staff are trained to an adequate level, and frequency*
- *Response details that agency has bus tickets / other resources for household transportation included in their budget or provided from another funding source*
- *Response describes procedures, specifically for evening/midnight staff, that include diversion conversations between household and other CoC partners to find a safe solution for the household*

6. How does your shelter accommodate households in wheelchairs, those with limited mobility, hard-of-hearing/deaf residents, blind residents, and those with service animals?

Scoring will be based on the following:

- *Response describes the agency's policy around accepting and accommodating residents with disabilities*
- *Response describes the physical modification of the building to serve residents in wheelchairs or with other mobility issues*
- *Responses that are inclusive of multiple different forms of assistive technology will score higher*
- *Response is in alignment with the Americans with Disabilities Act (ADA)*

7. Program Termination:

Emergency shelter program terminations can be voluntary or involuntary. In a voluntary termination, the resident chooses to exit the program and in an involuntary termination, the shelter program decides to end the resident's services.

***Renewal Applicants:* City funded programs will be scored based on current agency policy. Attach a copy of your agency's Program Termination Policy as Attachment 18 and fill out the below chart.**

***New Applicants:* Attach a copy of your agency's current policy as Attachment 18 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.**

Program Termination Policy

Fill out the below checklist regarding your agency's Termination Policy. To receive full points, your agency's policy must align with your responses below.

Policy Name:	Policy Page #:	
	Y / N	Page #
Termination Policy is uploaded as Attachment 18	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy clearly differentiates between a program <i>termination versus a ban</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details how case managers communicate to residents regarding actions that may result in an involuntary termination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes the situations when a household may be terminated from the program	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes an effort to transfer a household to another program prior to termination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy outlines which staff members can approve an involuntary termination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy outlines appeals process that residents can take if they feel they were wrongly terminated	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements
- Applicant's Program Termination Policy is included as **Attachment 18**.
- Policy includes staff roles and responsibilities

New Applicants:

- Agencies with an existing policy will be scored based on the criteria listed above. For this without a policy-
 - Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities
 - Response demonstrates commitment to including all elements in the above chart
 - Response describes how daytime, evening, and weekend staff will be trained on the policy prior to serving residents

8. Shelter Bans:

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency's Ban Policy as Attachment 19 and fill out the below chart.

New Applicants: Attach a copy of your agency's current policy as Attachment 19 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.

Shelter Ban Policy

Fill out the below chart regarding your agency's Shelter Ban Policy. To receive full points, your agency's policy must include ALL items listed below.		
Policy Name:	Policy Page #:	
	Y / N	Page #
Shelter Ban Policy is uploaded as Attachment 19	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy details that bans are a <i>rare occurrence</i> and only occur in extreme situations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes how the length of a ban is determined and does not exceed 6 months	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes staff roles, include which staff have the authority to ban a resident	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy outlines that the ban is specific to the shelter where the incident occurred and does not apply to any other shelter or homelessness programs the agency operates	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes a process for how information is entered into HMIS	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes a process for reconsideration if requested by the resident	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements
- Applicant's Shelter Ban Policy is included as **Attachment 19**
- Policy includes staff roles and responsibilities

New Applicants:

- Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy-
 - Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities
 - Response demonstrates commitment to including all elements in the above chart
 - Response describes how daytime, evening, and weekend staff will be trained on the policy prior to serving residents

Rapid Re-Housing

(30 points possible)

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

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Program Name: _____

New Applicant Renewal Applicant

Program Type: Standard RRH Sheltered Housing Placement

1. Program Capacity:

Fill out the below chart with your projected program capacity in *total units*.

NOTE: In years past, this NOFA has asked for the *total households* a program projects to serve for the full contract term. This question has been updated to align with the CoC application: please provide your capacity in *total units*. Unit utilization expectations will align with CoC requirements: at any given point in time during the contract, the agency should be using at least 90% of units.

Sheltered Housing Placement applicants – please provide projected households served for the full contract term.

Program Overview <i>Fill out the below chart with your projected program type and capacity</i>	
Project Type	<input type="checkbox"/> Scattered Site <input type="checkbox"/> Project-Based*
*If Project-Based, indicate unit type	<input type="checkbox"/> SRO <input type="checkbox"/> Studio <input type="checkbox"/> 1-bed <input type="checkbox"/> Other <input type="checkbox"/> N/A
*If Project-Based, list address and owner of the property	Address _____ Owner _____

<p>Household Type(s) Served</p>	<input type="checkbox"/> Singles <input type="checkbox"/> Families <input type="checkbox"/> Youth (18-24) <input type="checkbox"/> Adults <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> This program can serve any household regardless of size, age, or gender
<p>Total units</p> <p><i>At any given time, agencies will be expected to be using 90% of units</i></p>	
<p>Use this space to describe how you calculated total units</p>	

Scoring will be based on the following:

- *High scores will be awarded to programs projecting to provide at least 10 units*
- *High scores will be awarded to programs with the flexibility to serve all household types (ie youth, single adults, and families with children, all genders)*
- *Projected unit capacity matches calculations for the rental assistance line in the agency’s budget*
- *Process for determining projected number of units uses previous contract data as a baseline and accounts for maximum caseload ratio of 1:25*

2. Resident Choice:

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

New Applicants: If your agency does not have housing programs, use an existing program as an example of how you involve households in decision-making and incorporate resident choice.

Scoring will be based on the following:

Renewal Applicants:

- *Response describes a case management process that uses evidence-based practices – including progressive engagement, critical time intervention, and intensive case management – to empower households*
- *Response describes how staff prioritize resident-choice in decision-making*
- *Response thoroughly describes utilizing resident choice in the housing search process, such as targeting unit searches to areas where households want to live*

- *Response describes strategies such as engaging with households where they reside, i.e, shelter or unsheltered, providing transportation to unit viewing, continuing to work with households if they deny the first unit, etc.*

New Applicants:

- *Response provides examples of utilizing resident choice in other programs*
- *Response describes a case management process that uses evidence-based practices – including progressive engagement, critical time intervention, and intensive case management – to empower households*

3. Landlord Engagement:

Renewal Applicants: How do you find landlords who are open to accepting households with criminal justice involvement, eviction history, or other barriers? Describe your agency’s landlord recruitment and retention events or targeted efforts that occurred in 2023 and which staff persons are dedicated to landlord recruitment efforts.

New Applicants: If your agency does not currently house individuals, describe how staff will focus on recruitment and retention of landlords in the first 90 days of your contract. Provide a timeline, the specific tasks your agency will undertake, and which staff person(s) will be dedicated to landlord engagement efforts. If your program is project-based, describe who will be doing property management services and what experience they have providing these services.

Scoring will be based on the following:

Renewal Applicants:

- *Response describes specific methods of outreach to landlords and which staff person(s) conduct outreach and engagement*
- *Response highlights how the agency addresses any rental requirements a landlord may have and advocates for residents*
- *Response describes methods used to retain and/or maintain landlord connections*
- *Response outlines targeted landlord engagement efforts or events, or shows intense landlord recruitment efforts on an ongoing basis*
- *Response identifies staff positions dedicated to landlord recruitment efforts and/or has at least 1 staff person dedicated to landlord engagement efforts*

New Applicants:

- *Applicants without experience providing housing describe how the agency will focus on recruitment of landlords in the first 90 days of the contract start, including describing the targeted efforts and which staff will lead landlord engagement*
- *Applicants without experience providing housing describe how they will train staff on ESG housing requirements, including providing all trainings outlined in the [Homelessness Solutions Manual](#) and HUD-provided materials on this program type*
- ***Project-based applicants:*** *Response thoroughly describes who will be conducting property management, and their experience level*
- *Applicants working with property management companies who have experience working with formerly homeless residents will receive higher points*

4. Service Needs

The Detroit CoC is considering reducing the maximum eligibility of RRH participants from 24 months to 12 months. This decision would be made using data from 2023-2024 on the average length of time in RRH programs across the Continuum and be communicated out prior to the 2025 grant term.

Describe how staff determine how long households will receive services and how often it will be re-evaluated. In your response, describe how this process will be documented, and how residents will be involved in this process. Renewal applicants should describe how your agency would adjust current case management protocols to accommodate a maximum eligibility of 12 months.

Renewal Applicants will also be scored on your program's average length of time data.

Scoring will be based on the following:

- *Response clearly describes how the agency ensures households are in the program for the minimum amount of time needed to obtain housing stability*
- *Response thoroughly describes a method for determining length of assistance based in evidence-based practices that involves the resident in the process*
- *Response describes how and when reevaluation occurs*
- *Response describes an internal tracking mechanism (outside of HMIS) for monitoring length of time for participants in the program*

Renewal Applicants:

- *Response outlines changes the agency will make to accommodate reductions in length of time such as a lower case manager to resident ratio, HCV status monitoring, landlord engagement strategies, and connection to workforce development/social security benefits*
- *This question will measure the average time between housing move-in and program exit for 2023 program participants*
 - *High scores will be awarded to projects whose average LOT was at least 10% above the group average*
 - *Medium scores will be awarded to projects whose average LOT was within 10% (above or below) the group average*
 - *Low scores will be awarded to projects whose average LOT was more than 10% below the group average*

5. Program Termination:

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency's Program Termination Policy as Attachment 18 and fill out the below chart.

New Applicants: Attach a copy of your agency's current policy as Attachment 18 and fill out the below chart. If your agency does not have a current policy, detail how it will be

in place within 90 days of the contract start date with the requirements listed in the chart below.

Program Termination Policy <i>Fill out the below checklist regarding your agency's Termination Policy. To receive full points, your agency's policy must align with your responses below.</i>		
Policy Name:	Policy Page #:	
	Y / N	Page #
Termination Policy is uploaded as Attachment 18	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy clearly differentiates between a program termination versus an eviction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details that terminations are a rare occurrence and only in extreme situations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes the rare / extreme situations when a household may be terminated from the program	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes an effort to transfer a household to another program prior to termination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details which staff have the authority to terminate residents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes an appeals process	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements
- Applicant's Program Termination Policy is included as **Attachment 18**
- Policy includes staff roles and responsibilities
- Policy details that terminations are made objectively, as evidenced by who makes final decisions regarding terminations

New Applicants:

- Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy-
 - Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities and who at the organization will be responsible for handling program terminations
 - Response demonstrates commitment to including all elements in the above chart

6. Eviction Prevention:

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency's Eviction Prevention Policy as Attachment 20 and fill out the below chart.

New Applicants: Attach a copy of your agency’s current policy as Attachment 20 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the subrecipient agreement start date with the requirements listed in the chart below.

Eviction Prevention Policy <i>Fill out the below checklist regarding your agency’s Eviction Prevention Policy. To receive full points, your agency’s policy must align with your responses below.</i>		
Policy Name:	Policy Page #:	
	Y / N	Page #
Eviction Prevention Policy is uploaded as Attachment 20	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy clearly differentiates between a program <i>termination versus an eviction</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes the steps the agency takes to prevent evictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes ongoing landlord engagement practices to prevent evictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes how the household is involved in efforts to prevent evictions	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details that an eviction does not necessitate a termination from the program	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- *Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements*
- *Applicant’s Eviction Prevention Policy is included as Attachment 20*
- *Policy includes staff roles and responsibilities*

New Applicants:

- *Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy-*
 - *Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities*
 - *Response demonstrates commitment to including all elements in the above chart*

7. Obtaining Income

How do/will you assist households who are able to or interested in obtaining gainful employment? Discuss the process and services households are connected to. For those with children, include assistance with connection to childcare services. For those unable to work, how do your staff help households connect to social security and Michigan Department of Health and Human Services (MDHHS) benefits?

Scoring will be based on the following:

- *Response describes connecting households with a variety of community resources, including workforce development programs*
- *Response describes working with households to overcome barriers to employment, such as accessing childcare, transportation, or obtaining identification documentation*
- *Response describes connecting households with MDHHS cash benefits, non-cash services, childcare assistance and social security disability benefits*
- *Response describes using progressive engagement to involve the household in the process*

8. Housing Choice Vouchers (HCVs)

How do/will you train staff to add households to the HCV voucher pre-waitlist? Once pulled from the waitlist, describe how the household will be assisted in leasing up with their voucher. Describe what services you will provide if a resident is able to stay in their unit, and what services you will provide if the resident would like to move to a new unit.

Renewal Applicants will also be scored on how long it took your agency to add households to the HCV waitlist in 2023.

Scoring will be based on the following:

- *Response describes housing-focused case management that involves the resident in the process and uses a progressive engagement approach*
- *Response describes how staff will be trained on the HCV process, including utilizing the HCV P&P and Quarterly HCV Trainings*
- *Response accurately describes processes for HCV applications, recerts, and lease-ups*
- *Response describes working with housing agent to ensure current unit meets all HCV requirements and advocating to housing agent as needed*
- *Response describes supporting households in identifying a new unit and working with landlords to ensure unit meets all HCV requirements*

Renewal Applicants: *This question will measure the average time between project start date and date added to the HCV waitlist for all program referrals. Any household who was referred and already on the HCV waitlist will not be counted.*

- *High scores will be awarded to projects whose average LOT was at least 10% above the group average*
- *Medium scores will be awarded to projects whose average LOT was within 10% (above or below) the group average*
- *Low scores will be awarded to projects whose average LOT was more than 10% below the group average*

Homelessness Prevention

(30 points possible)

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

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Program Name: _____

Project Type: New Applicant Renewal Applicant

1. Referrals

How will you monitor referrals and caseload ratios? If your program has specific staff designated to housing search and case management, describe how you monitor and manage their caseloads. Once assigned a case manager, describe how staff determine how long households will receive services and how often is it re-evaluated. How is this process documented and how are residents involved in these decisions?

Scoring will be based on the following:

- *Response describes a thorough internal tracking mechanism for monitoring program's referrals, including which staff monitor, request, and assign referrals*
- *Response describes a thorough internal tracking mechanism with identified staff for monitoring caseloads*
- *Responses that describe tracking caseloads to stay within a maximum caseload size of 1:25 will receive a higher score*
- *Response thoroughly describes a method for determining length of assistance based in evidence-based practices that involves the resident in the process and uses a progressive engagement approach*
- *Responses that demonstrate utilizing the minimum amount of Prevention assistance **and** results in successful exits to permanent housing in 3 months or less will be scored higher*
- *Response describes an internal tracking mechanism (outside of HMIS) for monitoring length of time for participants in the program and describes internal triggers for conducting re-evaluations*

2. Describe when and how referrals are documented for eligibility prior to receiving services. What services will be provided to residents and how are they determined?

Complete the chart below with the services to be provided to residents in the proposed program.

ESG Eligible Prevention Activity	Will activity be provided by the proposed program?	
Rental Assistance	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rental Arrears	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last Month's Rent	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Rental Application Fees	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Security Deposits	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utility Deposits and/or Payments	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Utility Arrears	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Moving Costs	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing Search and Placement	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Housing Stabilization Case Management	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mediation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Legal Services	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Credit Repair	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Scoring will be based on the following:

- Response describes a clear process for documenting eligibility within 3 business days of referral
- Response is clear that no services are provided before the household has been confirmed to meet the at-risk and income guidelines required by ESG regulations
- Applicant filled out the above chart and will provide at least 50% of the above services
- Response in chart are reflected in the budget

3. Resident Choice:

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

New Applicants: If your agency does not have housing programs, use any program as an example of how you involve households in decision-making and incorporate resident choice.

Scoring will be based on the following:

Renewal Applicants:

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

New Applicants:

- *Response provides examples of utilizing and prioritizing resident choice in other programs*
- *Response describes a case management process that uses evidence-based practices – including progressive engagement, critical time intervention, and intensive case management – to empower households*

4. Landlord Engagement:

Renewal Applicants: How do you find landlords who are open to accepting households with criminal justice involvement, eviction history, or other barriers? Describe your agency’s landlord recruitment and retention events or targeted efforts that occurred in the last year, and which staff persons are dedicated to landlord recruitment efforts.

New Applicants: If your agency does not currently house individuals, describe how staff will focus on recruitment and retention of landlords in the first 90 days of your contract. Provide a timeline, the specific tasks your agency will undertake, and which staff person(s) will be dedicated to landlord engagement efforts.

Scoring will be based on the following:

Renewal Applicants:

- *Response describes their methods of outreach to landlords and which staff person(s) conduct outreach and engagement*
- *Response highlights how the agency addresses any rental requirements a landlord may have and advocates for residents*
- *Response describes methods used to retain and or maintain landlord connections*
- *Response outlines targeted landlord engagement efforts or events, or shows intense landlord recruitment efforts on an ongoing basis*
- *Response identifies staff positions dedicated to landlord recruitment efforts and/or has at least 1 staff person dedicated to landlord engagement efforts*

New Applicants:

- *Applicants without experience providing housing describe how the agency will focus on recruitment of landlords in the first 90 days of the contract start, including describing the targeted efforts and which staff will lead landlord engagement*

- Applicants without experience providing housing describe how they will train staff on ESG housing requirements, including providing all trainings outlined in the [Homelessness Solutions Manual](#) and HUD-provided materials on this program type

5. Case Management:

Describe how your case managers contact difficult to reach households such as those without phones or are not able to be reached during normal business hours. Provide an example of the type of flexible support provided to house a household such as this. New applicants should use an example from a current program.

Scoring will be based on the following:

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

6. Program Termination:

Renewal Applicants: City funded programs will be scored based on current agency policy. Attach a copy of your agency’s Program Termination Policy as Attachment 18 and fill out the below chart.

New Applicants: Attach a copy of your agency’s current policy as Attachment 18 and fill out the below chart. If your agency does not have a current policy, detail how it will be in place within 90 days of the contract start date with the requirements listed in the chart below.

Program Termination Policy <i>Fill out the below checklist regarding your agency’s Termination Policy. To receive full points, your agency’s policy must align with your responses below.</i>		
Policy Name:	Policy Page #:	
	Y / N	Page #
Termination Policy is uploaded as Attachment 18	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
Policy clearly differentiates between a program termination versus an eviction	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details that terminations are a rare occurrence and only in extreme situations	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes the rare / extreme situations when a household may be terminated from the program	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Policy describes an effort to transfer a household to another program prior to termination	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy details which staff have the authority to terminate residents	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes an appeals process	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- *Completed the chart in its entirety, with the correct attachment, that meets all of the listed requirements*
- *Applicant’s Termination Policy is included as **Attachment 18***
- *Policy includes staff roles and responsibilities*
- *Policy details that terminations are made objectively, as evidenced by who makes final decisions regarding terminations*

New Applicants:

- *Agencies with an existing policy will be scored based on the criteria listed above. For those without a policy-*
- *Response describes a max 90-day timeline to implement the policy including staff roles and responsibilities and who at the organization will be responsible for handling program terminations*
- *Response demonstrates commitment to including all elements in the above chart*

7. Obtaining Income

How do/will you assist households who are able to or interested in obtaining gainful employment? Discuss the process and services households are connected to. For those with children include assistance with connection to childcare services. For those unable to work, how do your staff help households connect to social security and Michigan Department of Health and Human Services (MDHHS) benefits?

Scoring will be based on the following:

- *Response describes connecting households with a variety of community resources, including workforce development programs*
- *Response describes working with households to overcome barriers to employment, such as accessing childcare, transportation, or obtaining identification documentation*
- *Response describes connecting households with MDHHS cash benefits, non-cash services, childcare assistance and social security disability benefits*
- *Response describes using progressive engagement to involve the household in the process*

8. Affordable Housing:

Provide example(s) of creative and strategic ideas your agency has used to lease households in affordable and safe housing.

Scoring will be based on the following:

- *Response outlines specific examples of creative ways that the agency connects residents to affordable housing*
- *Response includes long-term diversion options for those unable to quickly lease up in their own unit*
- *Response describes developing relationships with low-income and subsidized housing providers and how staff work flexibly with residents to search for and complete affordable housing applications*

Program Benchmarks

(10 points possible)

SCORING GUIDELINES: Please attach the CoC APR Report to identify households served in your programs between **10/1/22 – 9/30/23**, as **Attachment 21**. Utilize the CoC APR Report to complete the Outcome Calculation Workbook (**Form 9**) to answer the questions below.

Please Note: Data from **Form 9** should match the CoC APR Report submitted under **Attachment 21** for each metric as applicable. Please limit your response to each question to **300 words** or fewer. Failure to do so will result in a reduction in points.

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Program Name: _____

Project Type: New Applicant Renewal Applicant

Street Outreach Program Component

Outreach Performance Benchmarks

Last year the City of Detroit Homelessness Solutions Division combined Street Outreach and Navigation Benchmarks. As a result, new benchmarks were created and therefore will not be scored in this year's NOFA. Please answer the question below.

How will you ensure the proposed program will meet the benchmarks listed below? Detail how you will monitor and track performance.

1. **Metric A-** Households exited to any positive destination
2. **Metric B-** Households exited to a permanent housing destination

Scoring will be based on the following:

- *Clearly outlines a plan to ensure performance is reviewed and tracked in 2024-2025 to ensure benchmarks are met*
- *Clearly defined plan for regular monitoring and analysis of data, implementation of best practices and strategies to improve or maintain performance, and identification of staff who will be responsible for ensuring this process is executed*

Emergency Shelter Program Component **Emergency Shelter Performance Benchmarks**

Shelter had the following performance benchmarks during the 22-23 contract year:

1. **Metric A-** Shelter utilization rate of 90% according to the HMIS CoC APR
2. **Metric B-** Percentage of exits to permanent housing location according to the HMIS CoC APR. Population specific benchmarks are as follows:
 - a. Family Shelter: 73%
 - b. Singles Shelter: 34%
 - c. Youth Shelter: 55%
 - d. Warming Center: 17%

Renewal Applicants: What percentage of households served in your program from 10/1/2022-9/30/2023 met the performance benchmarks above? If benchmarks are not met, how will you ensure that the proposed program will meet the benchmark(s) in the proposed subrecipient year? Detail how you will monitor and track performance.

New applicants: How will you ensure that the proposed program will meet the benchmark in 2024-2025? Detail how you will monitor and track performance.

Scoring will be based on the following:

- **Metric A-** Performance benchmark was met; data from **Form 9** matches the CoC APR submitted under **Attachment 21**
- **Metric B-** Performance benchmark was met; data from **Form 9** matches the CoC APR submitted under **Attachment 21** and is for the appropriate shelter type (family, single, youth, warming center)
- If performance benchmark was not met the response clearly outlines a plan to ensure performance is reviewed and tracked in 2024-2025 to ensure benchmarks are met including staff roles and responsibilities

New Applicants- A high score will include a clearly defined plan for regular monitoring and analysis of data, implementation of best practices and strategies to improve or maintain performance, and identification of staff who will be responsible for ensuring this process is executed

Rapid Re-Housing (RRH) Program Component **RRH Performance Benchmarks:**

RRH has the following performance benchmarks:

1. **Metric A-** Average length of time (days) to move households into housing from program entry is 62 days or less
2. **Metric B-** 92% of households exited program to a permanent housing destination
3. **Metric C-** Percent of households who exit within 180 days of program entry (*will not be scored in the 2024- 2025 NOFA*)

Renewal Applicant: What percentage of households served in your program from 10/1/2022-9/30/2023 met the performance benchmarks above? If benchmarks were not met, how will you ensure that the proposed program will meet the in the proposed subrecipient year? Detail how you will monitor and track performance. *Note:* Metric C is not a scored performance benchmark however the agency must still calculate their performance on **Form 9**.

New Applicant: How will you ensure that the proposed program will meet the benchmark(s) in 2024-2025? Detail how you will monitor and track performance.

Scoring will be based on the following:

- **Metric A-** Performance benchmark was met; data from **Form 9** matches the APR submitted under **Attachment 21**
- **Metric B-** Performance benchmark was met; data from **Form 9** matches the APR submitted under **Attachment 21**
- **Metric C-** Data from **Form 9** matches the APR submitted under **Attachment 21**
- Response clearly outlines how the agency will track this outcome to ensure the benchmark is met in the future
- If performance benchmark was not met the response clearly outlines a plan to ensure performance is reviewed and tracked in 2024-2025 to ensure benchmarks are met including staff roles and responsibilities

New Applicants- A high score will include a clearly defined plan for regular monitoring and analysis of data, implementation of best practices and strategies to improve or maintain performance, and identification of staff who will be responsible for ensuring this process is executed

Prevention Program Component

Prevention Performance Benchmarks:

Prevention has the following performance benchmarks:

1. **Metric A-** 99% of households exited program to a permanent housing destination
2. **Metric B-** Percentage of households in the program for three months or less (*will not be scored in the 2024-2025 NOFA*)

Renewal Applicant: What percentage of households served in your program from 10/1/2022-9/30/2023 met the performance benchmarks for Metric A? If benchmarks are not met, how will you ensure that the proposed program will meet the in the proposed subrecipient year? Detail how you will monitor and track performance. *Note:* Metric B is not a scored performance benchmark on the 24-25 NOFA however the agency must still calculate their performance on **Form 9**.

New Applicant: How will you ensure that the proposed program will meet the benchmark(s) in 2024-2025? Detail how you will monitor and track performance.

Scoring will be based on the following:

- **Metric A-** *Performance benchmark was met; data from **Form 9** matches the APR submitted under **Attachment 21***
- **Metric B-** *Response clearly outlines how the agency will track this outcome to ensure the benchmark is met in the future*
- *If performance benchmark was not met or the organization is a new applicant, response clearly outlines a plan to ensure performance is reviewed and tracked in 2024-2025 to ensure benchmarks are met*
- *A high score will include a clearly defined plan for regular monitoring and analysis of data, implementation of best practices and strategies to improve or maintain performance, and identification of staff who will be responsible for ensuring this process is executed*

New Applicants- *A high score will include a clearly defined plan for regular monitoring and analysis of data, implementation of best practices and strategies to improve or maintain performance, and identification of staff who will be responsible for ensuring this process is executed*

Data Section

(10 points possible)

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

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

NOTE: Applicants with an active subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA and had an agreement valid between **January 1, 2022 - December 31, 2023**, are considered a **Renewal Applicant**.

Applicants that have not had a subrecipient agreement awarded under the City of Detroit Homelessness Solutions NOFA OR had a subrecipient agreement **prior to January 1, 2022**, are considered a **New Applicant**.

Agency Name(s): _____

Project Type: New Applicant Renewal Applicant

1. Data Quality and Completeness:

Renewal Applicants: Provide a CoC APR report generated using HMIS that reflects COMBINED data for all programs your agency is seeking Homelessness Solutions funding through this NOFA from **October 1, 2022, to September 30, 2023**. Attach the report as **Attachment 22**.

Renewal Applicants- Domestic Violence Providers: As HMIS data entry is not required for this population, attach a report from a pre-approved comparable database as **Attachment 22**.

New Applicants: For new applicants who are active in HMIS outside of the Detroit CoC, complete **Form 1a**. In addition, submit a CoC APR report generated using HMIS that reflects COMBINED data for all programs your agency is seeking Homelessness Solutions funding through this NOFA from **October 1, 2022, to September 30, 2023**. Attach the report as **Attachment 22**. New applicants new to HMIS data entry submit **Form 1b**.

Scoring will be based on the following:

Renewal Applicants:

- Provide a single CoC APR Report that reflects COMBINED data for all programs seeking HS funding through this NOFA and whose error rates are no greater than 5% for each data quality element. The error rate will be scored based on the CoC APR Report section 6a – Data Quality: Personally Identifiable Information and 6b Data Quality: Universal Data Elements.

DV Renewal Applicants:

- Provide a single data report that reflects COMBINED data for all programs seeking HS funding through this NOFA and whose error rates are no greater than 5% for each data quality element.

New applicants

- *New applicants who are active in HMIS- scoring will be based a single CoC APR Report that reflects COMBINED data for all programs seeking HS funding through this NOFA and whose error rates are no greater than 5% for each data quality element. The error rate will be scored based on the CoC APR Report section 6a – Data Quality: Personally Identifiable Information and 6b Data Quality: Universal Data Elements.*
- *New applicants new to HMIS will be scored on their thorough descriptions of their HMIS onboarding processes – including which staff will attend training, a timeline for completing training, and how the agency will pay for any onboarding fees as required in **Form 1b**.*

2. HMIS Participation:

Renewal Applicants: No response is needed as your agency will be scored based on HAND attendance records.

New Applicants: Provide a detailed explanation of the process for ensuring participation in Agency Administrator meetings or other mandatory meetings, as established by HAND.

2023 Meeting Dates
March 7, 2023
April 18, 2023
May 30, 2023
July 11, 2023
August 22, 2023
October 3, 2023

Scoring will be based on the following:

Renewal Applicants: Agency will be scored based on attendance at HMIS Agency Administrator Meetings in 2023.

- *A high score will be given to applicants who have attended all scheduled meetings.*
- *A medium score will be given to applicants who attended at least 75% of the scheduled meetings.*
- *A low score will be given to applicants who attended at least 50% of the scheduled meetings.*
- *No score (0 points) will be given to those applicants who attended less than 50% of the scheduled meetings.*

New applicants will be scored based the following:

- *Clear commitment to attend meetings*
- *Staff positions identified in response*

3. Annual ESG CAPER Report Submission

Renewal Applicants: No response is needed as your agency will be scored based on timely submission of the ESG CAPER Report/Comparable Database report (DV shelters only) to HAND.

New Applicants: Provide a comprehensive overview of the process and procedures in place to ensure compliance with annual ESG CAPER reporting requirements.

Scoring will be based on the following:

Renewal Applicants: Agency will be scored based on the timely submission of clean data to HAND.

- Agencies with multiple programs will be scored based on the average of all submissions.
- A high score will be given to applicants who submitted accurate and timely data, accurately is determined by SAGE validation confirming your report passed all validations.
- A medium score will be given to applicants who submitted on time, but the report was rejected due to error messages requiring data corrections.
- No points will be awarded to applicants who submitted their reports after the designated deadline.

New Applicants: will be scored based on a detailed explanation of the steps taken to gather, analyze, and submit data. The plan should include data quality control measures in place to ensure accuracy and timeliness, as well as staff title(s) who will be responsible.

4. Point-in-Time Data Requirements:

Renewal Applicants: What measures will your agency implement to ensure the alignment and accuracy of the HIC data with the information reported to the City of Detroit? Provide the specific staff members responsible. *Please Note: Your agency will also be scored based on timely submission of the HIC Survey and PIT APR, as well as the alignment of the data provided.*

New Applicants: Provide a detailed explanation of the process for ensuring compliance with Point-In-Time data requirements.

Scoring will be based on the following:

Renewal Applicants: Agency will be scored based on the timely submission of the HIC Survey and a clean PIT APR report to HAND as well as the alignment of the data provided.

- Agencies with multiple programs will be scored based on the average of all submissions.
- A high score will be given to applicants who have submitted accurate and timely data, along with the HIC data reported to HAND aligning with the data provided in the scope on file with the City of Detroit.
- A medium score will be given to applicants who submitted on time, but the report either included errors or did not align with data provided in the City of Detroit scope.

- *No points will be awarded to applicants who submitted their reports after the designated deadline, data reported did not align, and/or data submission included errors.*

New Applicants: *will be scored based on a detailed explanation of the steps taken to gather, analyze, and submit data. The plan should include data quality control measures in place to ensure accuracy and timeliness, as well as staff title(s) who will be responsible.*

5. Data Compliance Policy

Renewal Applicants: **Please fill out the table below outlining the elements of your agency’s Data Compliance Policy. Upload policy as Attachment 23.**

New Applicants: **For new applicants who are already active in HMIS outside of Detroit, attach your Data Compliance Policy. For new applicants not active in HMIS, detail how you will ensure a Data Compliance Policy will be in place within 90 days of the program start date that includes all of the elements listed in the chart.**

Data Compliance Policy <i>Fill out the below chart regarding your agency’s Data Entry Policy. To receive full points, your agency’s policy MUST include ALL items listed below.</i>		
Policy Name:	Policy Page #:	
	Y / N	Page #
Data Compliance Policy is uploaded as Attachment 23	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>N/A</i>
Policy includes provisions to ensure all users support and ensure data quality as required in the HMIS Policy & Procedures section 8	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy requires a resident’s program entry and case notes are collected and entered into HMIS as close to “real time” as possible, but if not, within 48 hours of engagement	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy requires all Universal Data Elements (UDEs) and Program Specific Data Elements (PSDEs) to be complete, correct, and current	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy requires all programs to select the appropriate destination when a resident exits a program	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy describes technology protocols to maintain access to the MSHMIS Database as required in the HMIS Policy & Procedures section 1.2.1	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes provisions to ensure a culture that supports privacy in accordance with the HMIS Policies & Procedures section 6.4 and section 7	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Policy describes privacy protocols for secure data entry in the field as required in the HMIS Policy & Procedures section 7.1 and 7.4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes provision to ensure the standardized HMIS Release of Information (ROI) is used to document resident consent for external data sharing as covered by HMIS Policy & Procedures section 6.3	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes provisions to ensure compliance with all funder-required reports and/or submissions.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes provisions to ensure compliance with quarterly data audits	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy includes provision to ensure participation in Agency Administrator meetings or other mandatory meetings as established by HAND	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Policy outlines relevant processes for new hires, including that new hires will receive required equipment, sign a user agreement and code of ethics document, and complete relevant HMIS trainings within the first 30 days, which includes the HMIS Policy & Procedures Training and acknowledgement	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Scoring will be based on the following:

Renewal Applicants:

- *Completed the chart in its entirety*
- *Data Compliance Policy is included as Attachment 23*
- *Policy includes ALL elements outlined in the chart*

New Applicants:

- *New applicants active in HMIS- will be scored based on the criteria listed under Renewal Applicants*
- *New applicants without HMIS experience:*
 - *Response describes a max 90-day timeline to implement a Data Compliance Policy*
 - *Response demonstrates a commitment to including all elements in the chart*

Forms and Attachments

Instructions

The checklist below indicates the forms and attachments that must be submitted with the application. **Failure to upload and / or use the correct naming convention will result in points lost.**

- Indicate Yes (Y) or No (N) in the “*Attached*” Column to demonstrate if a document is attached.
- Each attachment’s file name must be titled with the appropriate number and title (for example – “A2- Board of Directors”). See bolded text under “Document Description” for document number and title.
- Each form and attachment must be uploaded individually (do not submit all attachments in one PDF)
- Part II: Application Packet must be uploaded in Microsoft Word Format
- Form 4: Application Budget and Narrative must be uploaded in Microsoft Excel Format
- Form 5: Outcome Calculation Workbook must be uploaded in Microsoft Excel Format

Checklist

Checklist		
Attachment or Form #	Document Description	Attached?
Threshold: All Applicants		
<i>Note: Applications must meet threshold to be considered for funding</i>		
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	
Form 2	F2: Cash on Hand Certification	
Attachment 2	A2: System for Award Management (SAM): Agency must have an active System for Award Management (SAM) registration and be in good standing. Agencies must show proof of their current SAM registration. If an agency is not able to be fully registered by the application deadline, they may submit proof of the SAM application submission and an affidavit affirming that they are not currently suspended or debarred from receiving federal contracts. Please visit sam.gov for additional information.	
Form 3	F3: Certifications and Assurances	
Attachment 3	A3: Single Audit or Prepared Financial Audit:	

	<p>For organizations that expend <u>\$750,000 or more in federal funds in one year:</u> Attach Single Audit, previously known as the OMB Circular A-133 audit. Single Audit must be from 2022 or newer OR if older than 2020, must submit letter from auditor stating the date of the most recent Single Audit.</p> <p>For organizations that expend <u>less than \$750,000 in federal funds in one year:</u> Attach agency’s prepared financial audit from 2022 or newer.</p>	
Attachment 4	A4: Must show proof of 501(c)(3) status by uploading letter from the IRS.	
Form 4	F4: Submit an Affidavit stating the agency is in good standing with the IRS and have maintained their 501(c)(3) status as Form 4 .	
Form 5	F5: Adherence to implementing Equal Access Requirements.	
Form 6	F6: Certifying that agency does not have active blight tickets at any building where services will be provided.	
<p>Threshold: New Applicants Only</p> <p><i>Note: Applications must meet threshold to be considered for funding. New applicants must submit the documents below in addition to the documents listed above in the “Threshold: All Applicants” section</i></p>		
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	
Attachment 5	A5: Proof of Experience: funding letter(s) showing 2 years of experience operating social service programs with public and/or private funding	
<p>Organizational Experience and Capacity in Addressing Homelessness</p>		
Attachment 6	A6: Organizational Chart: current organizational chart that includes key positions and roles	
Attachment 7	A7: Attach a copy of your agency’s Grievance Policy	
Attachment 8	A8: Attach your agency’s Staff Training Policy	
<p>Financial Capacity</p>		
Attachment 9	A9: Attach Financial Management Policies and Procedures	
Attachment 10	A10: Attach a list of grant awards received and/or expended during the timeframe of 1/1/23 – 12/31/23	

Attachment 11	A11: Attach Policies & Procedures Governing Timekeeping and Retention of Time Keeping Records	
Attachment 12	A12: Resolution of Findings: Documentation showing status/resolution of any City, HUD and/or IRS findings; if not applicable mark as “N/A”	
Attachment 13a	A13a: IRS Form 990, use most recent	
Attachment 13b	A13b: Current year organizational budget	
Attachment 13c	A13c: Most recent Profit and Loss Statement	
Program Components		
Form 7	F7: Application Budget and Narrative: excel document must be completed for each program/component for which you are applying. If applying for multiple programs under a single component, you must complete a budget for each. A detailed narrative for each line item under eligible activities outlined in this NOFA must be completed. Match and outside funding must be included. Submit as an Excel document.	
Attachment 14	A14: City of Detroit Inspection Reports (shelters and warming centers only): Must submit most recent Building and Safety inspection, Fire Inspection, and Detroit Health Department food safety inspection report (only applicable to programs preparing meals for residents). If reports show noncompliance, applicant must provide timeline and narrative on how they will comply within the next 30 days	
Attachment 15	A15: Case Management Policy	
Form 8	F8: Emergency Shelter Community Standards Form	
Attachment 16	A16: Attach Agency Emergency Shelter Low-Barrier Policies and Procedures & Resident facing Shelter Rules and Guidelines	
Attachment 17	A17: Agency Emergency Shelter After Hour Walk-In Policies and Procedures	
Attachment 18	A18: Agency Shelter, Rapid Re-housing, and/or Prevention Termination Policies and Procedures	
Attachment 19	A19: Agency Emergency Shelter Ban Policies and Procedures: can be the same policy as Agency Termination Policy and Procedures, but must specifically call out bans	
Attachment 20	A20: Rapid Rehousing Eviction Prevention Policy	
Performance Benchmark Section		

Attachment 21	A21: CoC APR Report: used to complete Form 5 for each program seeking funding, date of report must be from 10/1/2022- 9/30/2023	
Form 9	F9: Outcome Calculation Workbook: with a worksheet completed for EACH PROGRAM seeking funding through this NOFA. Must be submitted as an excel document.	
Attachment 22	A22: CoC APR generated from HMIS or pre-approved comparable database for October 1, 2022 to September 30, 2023 , that reflects COMBINED data for all programs seeking HS funding through this NOFA. If an applicant did not record data in HMIS or a pre-approved comparable database in the timeframe listed	
Attachment 23	A23: Data Compliance Policy	
Contracting Requirements		
Form 10	F10: Subrecipient Contract Requirements	
Contracting Requirements		
Form 11	F11: Appeals Form: Only to be used by organizations not recommended for funding. Additional information regarding appeals will be provided when applicants are notified of funding recommendations	