

City of Detroit
Housing and Revitalization Department
Homelessness Solutions
Request for Proposals- Diversion

Introduction

Homelessness diversion is a strategy that prevents homelessness for people seeking emergency shelter by helping identify immediate alternate safe and habitable housing arrangements and, if necessary, connecting them with services and financial assistance to help them return to permanent housing. Homelessness diversion programs can reduce the number of families and individuals entering homelessness, lessen the demand for emergency shelter and transitional housing beds, and decrease the size of program waitlists.

Homelessness diversion programs can also help communities achieve better outcomes and help people avoid the trauma and stress of becoming homeless. With that in mind, the City of Detroit seeks to increase the role that homelessness diversion plays in preventing homelessness.

The Opportunity

The City of Detroit Housing and Revitalization Department is seeking proposals from qualified entities to expand homelessness diversion services to meet the objectives and goals described in this Request for Proposals (RFP).

Based on a scan of current programs, Detroit’s current homelessness diversion efforts:

- Center on point at which intervention occurs (the front door – CAM access points where persons seeking emergency shelter present)
- Target people at imminent risk for homelessness further upstream

The goal of this RFP is to further the reach of **existing homelessness diversion efforts** by providing flexible funding that helps expand the effectiveness of current programs.

ELIGIBLE ACTIVITIES

This RFP will provide flexible funding to compliment current efforts. Staffing costs can only be budgeted to the extent that they support the administration of financial assistance and therefore cannot cover staffing costs used for diversion screening. Examples include: bus tickets to reconnect individuals with family/friends, financial assistance such as first month’s rent and/or security deposit, food or gas cards, or anything that can be demonstrated to return a household to a permanently housed situation.

In order to ensure the effective use of the flexible funding, the maximum annual assistance per household is capped at \$1,500. 70% of those served must be at 30% Area Median Income (AMI) or less and up to 30% of those served may be at 50% AMI or less. The implementing agency must use progressive engagement providing financial assistance to ensure that the least amount of funds possible are being used to divert the household from emergency shelter. Financial assistance should be a onetime payment of funds and cannot be used for ongoing assistance.

Part I: Program and Application Requirements

A. FUNDING AVAILABLE

1. ESTIMATED AWARDS

It is anticipated that one award will be given for \$150,000 with an expected two year expenditure deadline. This funding will be provided through the Affordable Housing Development and Preservation Fund.

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

2. SUBRECIPIENT GRANT TERM

The subrecipient award will be for a 24-month grant term from the date the selected organization enters into the contract.

3. Subrecipient Expectations and Requirements

Only private, nonprofit, tax-exempt organizations are eligible to apply.

B. APPLICATION INSTRUCTIONS

1. APPLICATION REQUIREMENTS

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

- Meet threshold criteria (as outlined in Part II Section B)
- Include the submission of Part II of this application
- Include all applicable Forms and Attachments (listed in the Checklist on 9)
- Meet the required deadline of February 21, 2020

Applications that do not meet threshold criteria or that do not meet the deadline will not be accepted.

2. TIMELINE AND SUBMISSION METHOD

Proposals must be emailed to linznert@detroitmi.gov no later than 5:00 pm on February 21, 2020. **Late submissions will not be accepted.**

3. COMPLETENESS

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

4. SCORING

Each component will be worth the following points

- Organizational Experience and Program Model Proposed- 20 points
- Performance Benchmarks- 15 points
- Financial Capacity- 15 points

Part II: Application: Program Components and Additional Information

A. APPLICATION COVER SHEET

1. Applicant Organization Legal Name:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No

B. THRESHOLD REQUIREMENTS

The Application must meet the following basic eligibility requirements in order for an application to be accepted and considered for funding. If the application does not meet the following threshold requirements, the application will not be reviewed or scored.

1. Submission of a complete application *on time* in response to this RFP for funding.
2. Board of Directors meeting schedule for the 2020 calendar year as **Attachment 3**.
3. Proof of financial capacity to pay for expenses upfront (**Form 3**).

For new applicants to City of Detroit funding ONLY: Has this agency applied for City of Detroit funds before? If no, agencies must submit the following documentation:

4. Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. If this is your organization's first time applying for City of Detroit provide evidence in **Attachment 1** (see checklist below for details).
5. At least two (2) years of experience serving vulnerable populations with public funding. If your agency does not currently have an active City of Detroit contract provide verification of other funding award(s) as demonstrated by a submission of an award letter(s). **Attachment 2** (see checklist below for details).

C. NARRATIVE QUESTIONS

1. ORGANIZATIONAL EXPERIENCE AND PROGRAM MODEL PROPOSED

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| a. Provide background on your organization's history and experience diverting households from the emergency shelter system. Describe your current program model that encompasses diversion activities. |
| b. Provide calendar year data from your homelessness diversion efforts in 2019. Please provide as much data as available about the numbers of households assessed and diverted as well as the source of that data (HMIS, internal tracking, etc.). |
| c. Describe the impact that flexible funding will have on your current program. |

d. How will you screen households to identify those most likely to benefit from homelessness diversion?
Please provide a copy of the assessment questions you currently are using.

e. How will you use progressive engagement to ensure you are using the minimum amount of funding needed to successfully divert households?

f. Data tracking: Some of the data related to homelessness diversion is not readily available in HMIS (such as returns to an access point or entry into shelter). What process will you use to track this information?

g. How will you ensure that 70% of households meet 30% AMI and up to 30% meet 50% AMI?

2. PERFORMANCE BENCHMARKS

The City will require that a Homelessness Diversion provider track their performance on the following measures:

- Of the households presenting for emergency shelter, the percentage that are diverted;
- Percentage of households that return to emergency shelter within six months after being diverted; and
- Percentage of households that require financial assistance to be successfully diverted.

Please respond to the following narrative questions on the performance benchmarks:

a. How will you measure and track the percentage of households that were diverted?

b. How will you measure and track the percentage of households that entered emergency shelter within six months?

c. How will you measure and track the percentage of clients that were diverted and required financial assistance?

3. FINANCIAL CAPACITY

a. Describe the financial management processes, procedures and staff in place to oversee publicly funded operations and administration.
b. Describe how you will document the flexible funding provided to program recipients.
c. Include any audit findings that have arisen in the past five (5) years and their subsequent resolution or status. Check all that are applicable: <u>Behind on 990 Filings:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Unresolved IRS Findings:</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Any outstanding Federal or State Audit Findings, regardless of funding source, or closed audit findings that demonstrate significant fraud or misuse of funds.</u> <input type="checkbox"/> Yes <input type="checkbox"/> No *If the answer was "Yes" to any of the items above, explain below. Attach supporting documentation in Attachment 6 to demonstrate resolution of the situation. If the organization has expended more than \$750K in federal funds within the last year, submit documentation of the completed single audit as Attachment 4 with application submission.
d. Other Financial Attachments: Organizations are also required to submit their current year budget and most recent Profit and Loss Statement- refer to Attachment 5 for more information.

4. PROGRAM BUDGET

Please complete the program budget using **Attachment 7**.

Attachment or Form #	Document Description) (bold lettering indicates number and title of document)	Attached?
Threshold (applications must meet threshold to be considered for funding)		
Threshold Documents for New Applicants Only		
Attachment 1	A1: IRS letter verifying tax-exempt 501(c)(3) status	
Attachment 2	A2: Proof of 2 years of experience operating programs with public funding as demonstrated by funding letter(s)	
Threshold for All Applicants		
Attachment 3	A3- Board of Directors 2020 Meeting Schedule	
Form 1	F1: Cash on Hand Certification	
Required Attachments		
Financial Capacity		
Attachment 4	A4: CPA prepared Financial Statements for most recent year-end or Single Audit	
Attachment 5	A5: Organizational Budgets - Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement	
Attachment 6	A6: Resolution of Findings - Documentation showing status/resolution of any City, HUD and/or IRS findings	
Attachment 7	A7: Diversion Program Budget – Projected	