

REQUEST FOR APPLICATIONS NOFA# 181290  
OFFICE OF CONTRACTING AND  
PROCUREMENT ON BEHALF OF  
MICHAEL E. DUGGAN, MAYOR  
CITY OF DETROIT  
HOUSING AND REVITALIZATION DEPARTMENT

NOTICE OF REQUEST FOR 2021-2022 HOMELESSNESS SOLUTIONS PROGRAM NOFA TO APPLY FOR  
EMERGENCY SOLUTIONS GRANT/ COMMUNITY DEVELOPMENT BLOCK GRANT  
FUND

The City of Detroit invites homeless service provider organizations to submit applications for projects to be funded by the 2021-2022 Homelessness Solutions ESG/ CDBG program as funded through the U.S. Department of Housing & Urban Development (HUD).

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

This year, all 2021-2021 applications must be prepared and submitted online using the City's "Oracle" system. Applicants must register on Oracle before an application can be submitted. Applications must be submitted via Oracle by **10:00am (Eastern Daylight Time) on June 3, 2021**. Paper copies of applications will not be accepted. The public recording of application submissions will take place on **June 4, 2021** via Zoom.

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

#### APPLICATION SELECTION & EVALUATION CRITERIA

Applications submitted by the deadline, **June 3, 2021, by 10:00 a.m.**, which meet the minimum threshold requirements will be reviewed and ranked by a review panel. All applications will go through a selection and ranking process. Applications will be selected and funded based on the applicant's ability to demonstrate their capacity to implement a successful program/activity, the City's priorities, project ranking, and available funding.

Selected applications must meet **all** of the ESG-CDBG basic eligibility requirements to be considered for funding. **Applications must meet threshold; those that do not meet the eligibility requirement will be eliminated from consideration.**

Applications passing threshold criteria review will be ranked and scored on a 130-point scale, with 0 being the lowest and 130 the highest score. Applications must score at least 80% (104 points) to be recommended for funding. Applications will be ranked according to score and recommended for funding in rank order. Note: The City reserves the right to cancel this NOFA or to reject, in whole or in part, any and all submissions received in response to this NOFA upon its determination that such cancellation or rejection is in the best interest of the City.

Applications submitted by **10am on the June 3, 2021** deadline will be evaluated. Late applications will not be accepted. Funding approval will be determined by the Mayor and City Council.

The 2021-2022 ESG/CDBG application packages with the required forms will be available via Oracle on **May 5, 2021**.

## SCORING

Organizational Experience in Addressing Homelessness- 20 pts

Financial Capacity- 20 pts

Application Budget and Narrative- 15 pts

Implementation Plans- 60 pts per component

Performance Benchmarks- 15 pts

## VIRTUAL ESG/ CDBG WORKSHOP

The Housing and Revitalization Department (HRD) will conduct one ESG/ CDBG "Application Workshop" to present details and answer questions regarding the Homelessness Solutions NOFA.

## APPLICATION VIRTUAL WORKSHOP

**May 14, 2021.** Application Overview and Oracle NOFA Training hosted by Terra Linzner, Housing and Revitalization Department and David Mott, Office of Contracting and Procurement. Please register in advance at [https://cityofdetroit.zoom.us/webinar/register/WN\\_I3OWiYNAQy-5ISzLNxryrw](https://cityofdetroit.zoom.us/webinar/register/WN_I3OWiYNAQy-5ISzLNxryrw)

## NOFA Q&A SESSION

**May 20, 2021.** Application Q&A Session hosted by Terra Linzner, Housing and Revitalization Department and David Mott, Office of Contracting and Procurement. Please register in advance at [https://cityofdetroit.zoom.us/webinar/register/WN\\_1e1GnvJ7RLmbLpDQKJ2K9A](https://cityofdetroit.zoom.us/webinar/register/WN_1e1GnvJ7RLmbLpDQKJ2K9A)

The workshops are designed to help organizations successfully submit their Homelessness Solutions applications. **Interested parties are strongly encouraged to attend the virtual workshop and application Q&A sessions.**

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

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# ESG/CDBG 2021-2022

## NOTICE OF FUNDING AVAILABILITY

NOFA#: 181290

Date Released: May 5, 2021

Closing Date: June 3, 2021

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## INTRODUCTION

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

In the 2021-2022 program year, the City of Detroit seeks to use its Emergency Solutions Grant (ESG) funds and Community Development Block Grant (CDBG) Homeless Public Service funds to address the urgent needs of residents who are homeless or at imminent risk of homelessness. The City intends to award approximately 5 million dollars total in ESG and CDBG Homeless Public Service funds, dependent upon HUD's budget. **The City of Detroit is committed to streamlining processes for subrecipients and as such, publishes a single NOFA for ESG and CDBG funds that support homelessness programs. These funds will be referred to as Homelessness Solutions funds.**

## DETROIT HOMELESSNESS SYSTEM OVERVIEW<sup>1</sup>

Detroit's homelessness response system uses a spectrum of programming to prevent, divert, or end homelessness. Prevention and diversion programs are the least service intensive and the front end of this spectrum, continuing to street outreach, emergency shelter, and finally to permanent housing programs that are the most service intensive, including Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH). In 2019, 10,006 households experienced homelessness in Detroit, Hamtramck, and Highland Park, a 7% decrease from 2018 numbers and a 24% decrease from 2017. Of these households, 23% are chronically homeless, meaning that they have experienced 12 continuous months or 4 episodes that together total 12 or more months over 3 years of homelessness in conjunction with having a long-term disability and thus need a higher level of intervention to gain and maintain housing stability. While Detroit's coordinated entry system, the Coordinated Assessment Model (CAM), was able to successfully divert 31% of all households from entering the homelessness system, the system had to respond to the needs of the other 69%.

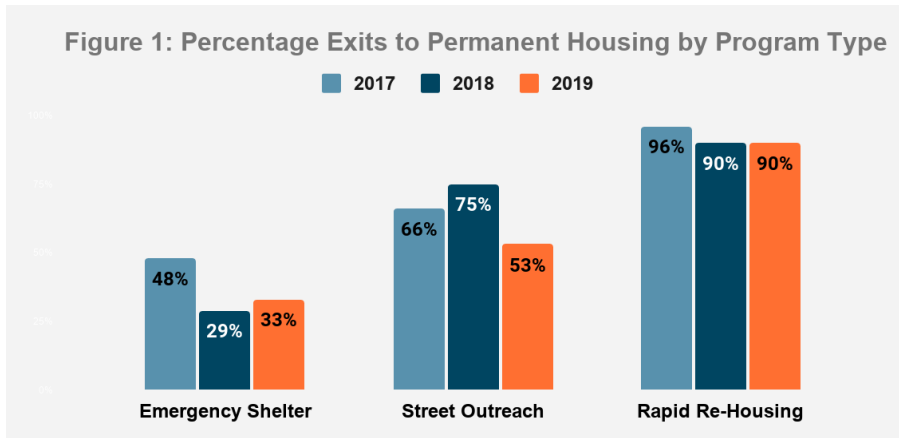
Detroit's 2019 homeless response included 3,914 emergency shelter referrals and 582 referrals to permanent housing programs, of which 334 were RRH referrals and 238 were PSH referrals. However, based on scores from a common assessment tool, only 15% of households in need of RRH received a referral and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

This NOFA also seeks providers that will incorporate and move the needle on the Community Values

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

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



## COMMUNITY VALUES AND PRIORITIES

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

### VALUES

- **Flexibility:** Change is constant and we must adapt and consistently respond to emerging ideas and challenges, or try new and innovative ideas to meet client needs.
- **Promoting equity:** We demonstrate a commitment to equity through: inclusive, transparent and thorough decision-making processes and communication; regular examination of equitable outcomes, and diverse representation across the board and committees.
- **Data Driven:** Our community expects transparent and open decision making, rooted in data that is disaggregated by race, where possible.
- **Collaboration and partnerships:** We believe that homelessness does not exist in a vacuum. To be successful - inclusiveness, engagement, collaboration and cross-systems partnership are required.
- **Continuous improvement:** We commit to continuous learning and improving the access to and delivery of services to meet client needs.
- **Accessibility:** We believe that all persons should have access to housing regardless of race, age, gender, sexual identity, sexual orientation, mental health, substance use, or any other factor that people may use to discriminate. We also believe that all persons have the right to safe, affordable, and sustainable housing.



***PRIORITIES FOR HS FUNDS AWARDED THROUGH THIS NOFA***

- **Enhance System Capacity:** Grow the network of agencies that are providing homeless services and receiving ESG-CDBG funding to increase the overall capacity of the system.
- **Lift Up Lived Experience:** As we look to community partners to explore solutions to end homelessness, we recommend the integration of people with lived experience (PWLE) into the discussion. PWLE can provide awareness of what works best in our community and add strength to the cause. Priority will be given to agencies that create roles or opportunities for people with lived experience (PWLE) to deliver program services. Roles can include: participation in focus groups and/or on the PWLE Advisory Board; serving as peer supports on program teams; or access to professional development opportunities within the organization.
- **Increase Housing Focus:** All programs should align with Housing First principles:
  - Shelters maintain low barriers with enhanced, housing-focused case management services.
  - Enhance outreach and engagement beyond meeting basic needs by getting clients “document ready<sup>2</sup>” and providing housing navigation.
  - RRH programs act urgently to quickly house clients and have high quality, tenant-centered housing search and stabilization services.
- **Improve Service Quality and Connections:**
  - Outreach, shelter and RRH programs should enhance connections to mainstream services, especially connections to mainstream benefits and health care (physical and behavioral).
  - Flexible, participant-driven and strengths-based service delivery.
- **Target Homelessness Prevention:** Prevention programs are targeted to those most at risk of homelessness through loss of housing and/or utilities. Prevention programs build upon existing diversion and eviction prevention efforts.
- **Improve and Use Data:** Improve all program/project internal capacity to collect and enter quality data, including COVID-related data, and use that data to improve services.

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<sup>2</sup> For the purposes of this NOFA, “document ready” is defined as when a client has obtained all required documents needed for obtaining permanent housing.

## ***ELIGIBLE ACTIVITIES***

Homelessness Solutions funds must be used for the following activities: Street Outreach and Housing Navigation, Emergency Shelters, Warming Centers, Rapid Re-Housing, and Homelessness Prevention. In order to ensure comprehensive services to those in housing crisis, these funds are to be used in combination with other federal, state, and local funds as part of a community-wide response to homelessness.

The City of Detroit's Homelessness Solutions funds help to build the infrastructure of the coordinated entry system. In keeping with the process we have had in the past, we intend to commit a portion of our total allocation to coordinated entry. As we are not the primary funder of this activity, the City will follow the community's decision-making process for coordinated entry funds. We understand that there is a robust evaluation of our coordinated entry system and its processes, including established performance metrics. If a new organization becomes the lead for coordinated entry, we will provide a commitment of grant funds to support their needs within the scope of what is allowable.

## ***MATCH REQUIREMENTS***

In compliance with HUD's one-to-one ESG match requirements, the City intends to use CDBG Homeless Public Service funds to meet this requirement. However, grantees may need to provide additional match to fulfill this obligation. ESG match must be expended on ESG-eligible activities and funding sources may include: cash contributions expended for allowable expenses and also non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-eligible activities during the period of the subrecipient agreement. Requirements for match funds are described in Section 576.201 of the [ESG Interim Rule](#)<sup>1</sup> and the requirements for documentation are in Section 576.500(o).

## ***CONTINUOUS IMPROVEMENT COMMITMENT***

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

## ***HUD SYSTEM PERFORMANCE MEASURES***

Our community's performance on HUD's identified [System Performance Measures \(SPMs\)](#)<sup>3</sup> are an important driver of competitive HUD funding. The SPMs provide community level data to assess how well a system is serving those experiencing homelessness. HUD looks at a broad range of metrics, including the number of new households entering homelessness, the length of time households experience homelessness, and exits to and retention of permanent housing. The SPM reports use all the data entered into each community's Homeless Management Information System (HMIS) to determine how well the community is serving households experiencing homelessness. Included in Detroit's SPMs is data from clients served by ESG-CV, ESG, CDBG-CV and CDBG programs funded

through the City of Detroit. With that in mind, the City is focusing intently on both system-wide and subrecipient performance related to these system measures. This NOFA's Introduction includes SPM data from 2017-2019, including length of time homeless and exits to permanent housing.

### ***PERFORMANCE-BASED CONTRACTS***

Despite fluctuations from year to year, it is important to note that since 2015, Detroit has seen an overall 25% reduction in the number of households experiencing homelessness. This is an outstanding achievement, in large part due to the dedication of our homeless service providers. To support the continued reduction in homelessness, and strengthen the quality of SPMs, the City has generated community-level performance benchmarks using HMIS. Awarded projects will enter into performance-based contracts with the City of Detroit. The City shifted to performance-based contracts in the 2019-2020 program year to drive quality improvement in services and better permanent housing outcomes. This change aligned with national best practice to use data for objective, transparent, and fair decision making. Shifting to performance based contracts will continue to reduce homelessness by providing clients with high quality services that ensure housing and long-term stability. Now, in the third year of implementation, performance-based contracts will require tracking performance against community performance measures and making improvements where necessary. Measures for each funded activity are outlined in the [City of Detroit's Policies and Procedures Manual](#) for ESG homeless programs. Community performance benchmark methodology, measures, and goals by program type are detailed in Exhibit C. Additional details on performance-based contracts and expectations will be outlined in award letters for projects funded through this NOFA.

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# PART I: PROGRAM AND APPLICATION REQUIREMENTS

## ESTIMATED AWARDS

Subrecipient requests should be for a minimum of \$100,000 to operate programs that are in compliance with ESG-CDBG funded activities. Funding will be awarded based on the quality and quantity of applications received. The City reserves the right to increase or decrease the estimated allocations without notice if circumstances merit such an adjustment.

**Disclaimer:** The City of Detroit reserves all rights not expressly stated in this NOFA, including making no awards, awarding partial funding, increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other items of any contract resulting from this NOFA. The City reserves the right to cancel this NOFA or to reject, in whole or in part, any and all submissions received in response to this NOFA upon its determination that such cancellation or rejection is in the best interest of the City.

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

## SUBRECIPIENT GRANT TERM

Subrecipient awards are for 12-month grant terms.

## SUBRECIPIENT EXPECTATIONS AND REQUIREMENTS

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

- Record all client-related data and activity within 48 hours using the CoC-established HMIS, or a comparable database if serving survivors of domestic violence, and provide all required reporting including generating HUD ESG CAPER and APR;
- Participate in the CoC through CoC membership and respective program-specific workgroups and committees;
- Participate actively in Detroit’s system-wide coordinated entry, the Coordinated

- Assessment Model (CAM), including taking all referrals through CAM;
- Provide services consistent with a “Housing First” and “Low Barrier” approach; and
- Comply with all requirements in their subrecipient agreements and the [City of Detroit’s Homeless Programs Policy and Procedure Manual](#).

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

## PROGRAM COMPONENTS AND ADDITIONAL INFORMATION

This NOFA allows subrecipients to apply for Homelessness Solutions funding, which is a combination of CDBG and ESG funds. The funds may be used for the following program components: HMIS, Street Outreach and Housing Navigation, Emergency Shelters and Warming Centers, Rapid Re- Housing, and Homelessness Prevention.

### HOMELESS OUTREACH AND HOUSING NAVIGATION COMPONENTS

#### **FUNDING PRIORITIES**

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

- Strong housing-focused case management that is client centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits, such as income/employment and health;
- Demonstrated success in exits to permanent housing, with the understanding that households do not first require a shelter stay in order to obtain permanent housing;
- A strong mental health and crisis management service delivery model; and
- Flexible, participant-driven, and strengths-based service delivery that goes beyond basic needs

#### **TARGET POPULATION**

This component will support outreach and housing efforts for individuals and families experiencing **unsheltered** homelessness, thus sleeping on the streets, in cars, or in other places not fit for human habitation. For street outreach, field efforts are to be focused primarily around a CoC defined list of hot spots. The City of Detroit seeks to ensure outreach services are accessible throughout the Detroit city limits. For the definition of unsheltered homelessness refer to the [Homeless Definition Final Rule](#). For Housing Navigation, unsheltered persons and households experiencing chronic homelessness are the primary population targeted for connection to permanent housing. Clients will be assigned by CAM to housing navigation teams. HUD defines chronically homeless in section 401(2) of the McKinney-Vento Homeless Assistance Act, 42 U.S.C. 11360, as an individual or family that is homeless and resides in a place not meant for human habitation, a safe haven, or in an emergency

shelter, and has been homeless and residing in such a place for at least 1 year or on at least four separate occasions in the last 3 years. The statutory definition also requires that the individual or family has a head of household with a diagnosable substance use disorder, serious mental illness, developmental disability, post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability. For more detail, please see HUD's 2015 [Defining "Chronically Homeless" Final Rule](#).

## **ELIGIBLE ACTIVITIES**

The HUD ESG Program allows for six eligible activities funded under Outreach and Housing Navigation, however the City of Detroit focuses the bulk of the awards on three eligible activities: Engagement, Case Management, and Transportation. Eligible costs for regular ESG funds have been added to each activity and are underlined for emphasis. More information can be found in the [City of Detroit's Homeless Programs Policy and Procedure Manual](#). *Applications should be mindful that their application reflects allowable expenses for these three activities.*

Per the ESG Interim Rule these activities are defined as:

### **ENGAGEMENT**

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

### **CASE MANAGEMENT**

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

### **TRANSPORTATION**

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

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

### **EMERGENCY HEALTH SERVICES**

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

### **SERVICES FOR SPECIAL POPULATIONS**

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

### **HMIS**

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

- Purchasing or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database; and
  - Implementing and complying with HMIS requirements;
- Paying costs of staff travel to and attend HUD-sponsored and HUD-approved training on HMIS

- and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff travel costs to conduct intake; and
- Paying participation feeds charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

## **SCOPE OF SERVICE**

The goal of outreach and navigation is to make connections to stable housing with tailored services and supports of a client's choice, such as health and behavioral health care, transportation, access to benefits, and more, through **person-centered, trauma-informed services rooted in Housing First and harm reduction.**

### **Street Outreach**

The goal of Street Outreach is primarily engagement in order to develop relationships with unsheltered individuals and connect them with resources including shelter or shelter access points, substance abuse or mental health treatment, assist with obtaining vital documents as needed, and/or mainstream benefits. Services are provided in the field with a majority of the services provided outside of normal business hours. Thus, Street Outreach providers must have at least one team conducting outreach in the community during the majority of their shift. *A competitive application will include outreach activities for a minimum of 5 days a week.* Outreach teams must demonstrate active participation in the [chronic-by-name list \(CBNL\)](#) process and be proactive in coordinating with the Detroit Police Department Neighborhood Police Officers in the areas of service, as well as work with police to provide services to individuals in encampments as necessary. Outreach teams must coordinate with agencies funded under the Navigation service component as well as CAM. To meet the need, the City will negotiate hours of operation for the programs, but applicants should plan that at least 50% of the team's regular operations must be outside of normal business hours (between 5pm and 8am) and occur a minimum of 5 days a week. In addition, applicants must be available to respond to individuals experiencing unsheltered homelessness at any point during their scheduled shifts. Finally, applicants are expected to mobilize a code blue response during extreme cold conditions as defined as:

- The temperature drops below 20 degrees Fahrenheit or the wind chill falls below 0 degrees  
OR
- Ice storms or freezing rain; OR
- Snowstorm greater than 6 inches

### **Navigation**

Services are provided to individuals and families identified through the [chronic-by-name list \(CBNL\)](#) process. Navigation will also be allowed to provide case management services to literally homeless individuals, although the bulk of clients must be from the CBNL. Navigation teams provide case management services to work with unsheltered households to get them "document ready" and move them into permanent housing. "Document ready" is defined as assisting clients with obtaining



all documentation needed for obtaining permanent housing. Refer to Appendix D for further information. This may require working with households on the streets or in drop in centers. Agencies funded under Navigation must coordinate with teams funded under the Outreach Service component as well as CAM. Applicants must submit a application for operating hours spanning a minimum of 5 days a week. The majority of that time should focus on providing case management with an established client list. However, if an unsheltered individual needs outreach during a time that Street Outreach is not available, the Navigation team must respond. In addition, navigation services must occur in a location that is agreed upon by both the consumer and staff.

### ***Street Outreach Performance Measures***

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

- 100% of clients will meet the definition of unsheltered homelessness;
- Percentage of HMIS client files that have a “Discharge to permanent housing (initial ES & SO)” goal with case notes recorded once every 30 days;
- Percentage of clients who complete all CAM required assessments; and
- Percentage of clients who exit to any sheltered destination (excluding jail/prison, hospitals, or residential projects/ halfway houses).

### ***Housing Navigation Performance Measures***

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

- 100% of clients will meet the definition of unsheltered homelessness;
- 90% of clients will meet the definition of chronic homelessness;
- Percentage of HMIS client files that have a “Discharge to permanent housing (initial ES & SO)” goal with case notes recorded once every 30 days;
- Percentage of clients who become “document ready” - defined as when a client has obtained all required documents needed for obtaining permanent housing (See Appendix D) as monitored against the number of clients added to the CoC prioritization list monitored by the CAM lead agency; and
- Percentage of clients who exit to a permanent housing destination.

## **EMERGENCY SHELTER/ WARMING CENTER**

### ***FUNDING PRIORITIES***

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

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

- etc.; and
- Flexible, participant-driven, and strengths-based service delivery.

### **TARGET POPULATION**

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

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

Day shelters - so long as a day shelter's primary purpose is to provide temporary shelter for the homeless in general or specific subpopulations of the homeless, does not require occupants to sign leases or occupancy agreements, day shelters may be funded as emergency shelter with ESG funds. Each client served by the day shelter must be homeless, evaluated for eligibility and assistance needed in accordance with 24 CFR 576.401(a). Each client's eligibility and homeless status must be documented in accordance with the requirements in 24 CFR 576.500(b). Client and activity data must be entered into the local HMIS in accordance with the requirements in 24 CFR 576.400(f). The day shelter must follow the written standards required under 24 CFR 576.400(e) related to emergency shelters and essential services<sup>3</sup>. Note - these are distinct from City of Detroit recreation centers brought on line to operate as warming or cooling centers when an emergency need is declared due to weather conditions.

Please note that facilities that provide overnight shelter will be prioritized for funding.

### **ELIGIBLE ACTIVITIES**

The HUD ESG Program allows a number of eligible activities as part of the essential services for individuals and families experiencing homelessness and residing in emergency shelters. For a comprehensive list of all eligible activities, please refer to the [City of Detroit's Policy and Procedure manual](#). *Note: The City of Detroit prioritizes housing-focused case management over other services.*

### **HOUSING-FOCUSED CASE MANAGEMENT**

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

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<sup>3</sup> Source: <https://www.hudexchange.info/faqs/programs/emergency-solutions-grants-esg-program/emergency-shelter/can-a-day-shelter-be-funded-as-an-emergency-shelter-under-esg/>

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

### **SHELTER OPERATIONS**

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

### **OUTPATIENT HEALTH SERVICES**

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

### **SERVICES FOR SPECIAL POPULATIONS**

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

## HMIS

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

- Purchasing or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database; and
  - Implementing and complying with HMIS requirements;
- Paying costs of staff travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff travel costs to conduct intake; and
- Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

## SCOPE OF SERVICE

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

### ***Emergency Shelter Performance Measures:***

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

- 100% of clients must be screened by CAM. It is the shelter's responsibility to connect the client to CAM within 48 hours if the shelter served as the initial point of entry;
- Shelter utilization must be at 90% according to the APR/ CAPER
- Percentage of exits to a permanent housing destination;
- Percentage of client files that have a "Discharge to permanent housing (initial ES & SO)" goal with case notes recorded in HMIS or a pre-approved comparable database once every 30 days; and
- 100% of clients referred from the CAM will have a referral outcome in HMIS.

### ***Day Shelter and Warming Center Performance Measures:***

The City will require that Day Shelter and Warming Center providers track their performance on the

following measures:

- 100% of clients must be screened by CAM. It is the day shelter or warming center’s responsibility to connect the client to CAM within 48 hours if the program served as the initial point of entry;
- Program utilization must be at 90% according to the APR/ CAPER
- Percentage of exits to a permanent housing destination;
- Percentage of HMIS client files that have a “Discharge to permanent housing (initial ES & SO)” goal with case notes recorded once every 30 days; and
- 100% of clients referred from the CAM will have a referral outcome in HMIS.

For additional information regarding these Performance Goals, please refer to the [City of Detroit Policies and Procedures Manual](#) for ESG Programs.

## **RAPID RE-HOUSING (RRH) COMPONENT**

### ***FUNDING PRIORITIES***

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

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

### ***TARGET POPULATION***

The RRH component is designed to serve individuals and families experiencing homelessness, as defined by categories 1 and 4 of the [Homeless Definition Final Rule](#). Rapid Re-Housing programs must serve only clients referred by the CAM lead agency. It is important to note that not all households who qualify for Rapid Re-Housing assistance will receive it and that [prioritization criteria](#) have been established by the community to prioritize limited resources. Agencies must take care to ensure proper documentation is obtained and stored with agency and client files. **All eligible clients must be served without any additional participation requirements, targeting, or entry criteria.** Through this NOFA, the City will give preference to qualified applicants that intend to create RRH opportunities with program design and unit mix flexible enough to serve either families or individuals.

### ***SCOPE OF SERVICE***

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

**RENTAL ASSISTANCE**

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

- Short-term rental assistance:
  - Security Deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
- Medium-term rental assistance:
  - Security Deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Medium-term rental assistance (up to 24 months)
- Any combination of the above, as outlined in the [CoC Rapid Re-Housing Policies and Procedures](#).

All organizations providing Rapid Re-Housing will need to follow local expectations outlined in the CoC Rapid Re-Housing Policies and Procedures.

**HOUSING RELOCATION AND STABILIZATION SERVICES**

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

Financial Assistance	Services	Other Eligible Costs
Rental application fees	Housing search and placement	Staff and facility cost
Security deposit	Housing stability case management	Related financial assistance associated with provision of Prevention
Last month’s rent	Mediation	
Moving costs	Legal services	
Utility deposits	Credit repair	
Utility payments		

## HMIS

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

- Purchasing or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database; and
  - Implementing and complying with HMIS requirements;
- Paying costs of staff travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff travel costs to conduct intake; and
- Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

For detail on how HUD defines the eligible costs above, please see the [Detroit ESG Policy and Procedure manual](#).

## **PROGRAM DESIGN**

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

While All RRH programs are expected to have a [progressive engagement model](#), the City is seeking applications to fund two (2) different RRH program design models listed below. **Applicant organizations may apply for one or more program models.**

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

referred with what it needs to exit homelessness and become stable in permanent housing.

### ***Rapid Re-Housing Program Performance Measures***

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

- programs must attempt to contact client within 3 days of referral;
- clients must move into housing within 60 days of program entry so long as funds are available;
- program staff will engage in case management services with clients at least every 30 days as evidenced by the Percentage of HMIS client files that have a “Find safe and affordable housing (initial Rapid Rehousing)” goal with case notes once every 30 days;
- program participant home visits will be made once every 90 days, at a minimum;
- percentage of clients that exit to permanent housing destinations; and
- percentage of clients who exit within 180 days.

For detail on how the City monitors progress toward these measures as well as guidance in regard to eligibility, please see the [Detroit ESG Policy and Procedure manual](#).

## **HOMELESS PREVENTION COMPONENT**

### ***FUNDING PRIORITIES***

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

- High quality tenant-centered housing search resources and experience;
- Strong housing-focused case management that is client centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits such as income/employment, education, training and health care;
- Demonstrate a progressive engagement model;
- Demonstrated success in exits to financially sustainable permanent housing;
- Direct connection to workforce development;
- Flexible, participant-driven, and strengths-based service delivery; and

### ***TARGET POPULATION***

The Homelessness Prevention component provides eligible financial assistance and support services to prevent homelessness for qualified program participants who are considered homeless, as defined by categories 2, 3 and 4 of the [Homeless Definition Final Rule](#), also found in Appendix A, or who are at-risk of becoming homeless and have an annual income at or below 30% of area median income for the area as determined and [defined by HUD](#). Agencies must take care to ensure proper documentation is obtained and stored with agency and client files. Prevention programs may only serve clients referred by the CAM coordinated entry system unless they are also being assisted with eviction prevention services.



## **SCOPE OF SERVICES**

Homeless Prevention assistance is only allowable to the extent that the assistance is necessary to help program participants regain stability in their current permanent housing or achieve stability by moving into other permanent housing. The City of Detroit's preference is for providers to serve clients with a "light touch" in order to reach more households experiencing housing crises. This means that rental assistance or arrears should be limited to three months except when additional assistance is absolutely necessary. If additional rental assistance is provided beyond the 3 months, providers must document the reason for the extended time and how additional months of services will ensure housing stability. Eligible homeless prevention support service activities or programs are designed to prevent an incidence of homelessness or housing instability. Funds may be used for the operations and direct financial assistance associated with the two (2) Homeless Prevention activities described below:

### **RENTAL ASSISTANCE**

Funds may be used to provide One-Time Assistance, Short-Term, or Medium-Term Rental Assistance to assist persons with maintaining their current housing or securing alternative housing to prevent experiencing homelessness. The City of Detroit has elected to limit the length of assistance beyond HUD's regulatory guidance. To familiarize yourself with local expectations, please refer to the City of Detroit ESG Policies and Procedures Manual. Rental assistance funds that may be provided can include:

- One-Time Assistance:
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Payment of security deposit and/or First month's rent (one-time payment of up to 1.5 month's rent)
- Short-Term Rental Assistance:
  - Security deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Short-term rental assistance (up to 3 months)
- Medium-Term Rental Assistance:
  - Security deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Short-term rental assistance (up to 18 months)
- Combination of Short or Medium-Term Rental Assistance, as outlined as allowed by the City of Detroit ESG Policies and Procedure Manual.

### **HOUSING RELOCATION AND STABILIZATION SERVICES**

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

households who are at risk of experiencing homelessness as described below:

Financial Assistance	Services	Other Eligible Costs
Rental application fees	Housing search and placement	Staff and facility cost
Security deposit	Housing stability case management	Related financial assistance associated with provision of Prevention
Last month's rent	Mediation	
Moving costs	Legal services	
Utility deposits	Credit repair	
Utility payments		

**HMIS**

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:

- Purchasing or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database; and
  - Implementing and complying with HMIS requirements;
- Paying costs of staff travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff travel costs to conduct intake; and
- Paying participation feeds charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS.

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

- Coordinate with mainstream services, including but not limited to Michigan Department of Health and Human Services (MDHHS) and the 36<sup>th</sup> District Court;
- Conduct Housing Quality Standard (HQS) and habitability inspections, as well as lead compliance as required; and

- Serve all eligible clients without additional entry criteria or participation requirements.

Additional HUD requirements emphasized by the City include the following:

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

***Prevention Program Performance Measures***

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

- Percentage of clients in the program for 3 months or less;
- Percentage of clients who exit to a permanent housing destination;
- Average amount of financial assistance provided per household as evidenced by Service Transactions Report with Client Detail recorded in HMIS;
- Percentage of HMIS client files that have a "Retain or resettle safe and affordable housing (initial Prevention)" goal with case notes recorded once every 30 days; and
- Percentage of clients that enter into homelessness within 1 year of program exit.

## ALLOWABLE COSTS AT A GLANCE

	Street Outreach + Navigation	Emergency Shelters, Warming Centers, Day Shelters		Rapid Re Housing + Prevention		
	Essential Services	Essential Services	Shelter Ops	Housing Relocation & Stabilization - Financial Assistance	Housing Relocation & Stabilization - Services	Rental Assistance
<b>Account Title</b>					X	
Program Salary	X	X	X		X	
Payroll Taxes	X	X	X		X	
Fringe Benefits	X	X	X		X	
Maintenance (Minor or Routine)	X	X	X		X	
Rent	X	X	X		X	
Security	X	X	X		X	
Utilities (including fuel)	X	X	X		X	
Equipment/ Furnishings	X	X	X		X	
Printing	X	X	X		X	
Food			X			
Supplies	X	X	X		X	
Insurance	X	X	X		X	
Staff Travel	X	X	X		X	
Telephone	X	X	X		X	
Internet Service	X	X	X		X	
Program Contractual Services	X	X	X		X	
Client Level Assistance	Includes costs related to client transportation & obtaining client primary documents (ID & birth certificate)	Includes costs related to client transportation & obtaining client primary documents (ID & birth certificate)		Includes financial assistance for rental application fees, security deposits, last month's rent, moving costs, utility deposits, and utility payments	Includes client primary documents such as IDs and birth certificates.	Includes short and medium term rental assistance + rental arrears
HMIS - Data Collection	X		X		X	
Indirect Costs	No more than 10% of total grant award					

## INELIGIBLE ACTIVITIES FOR ALL COMPONENTS

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

- Staff recruitment;
- Facilities/equipment depreciation;
- Costs associated with the operation of the parent organization other than those associated with funded ESG/CDBG specific program;
- Costs associated with organizational outreach, advertisements, pamphlets, surveys, etc.;
- Staff training (except ESG-CDBG eligible activities), entertainment, conferences or retreats;
- Public relations, advertising or fundraising expense;
- Payments for bad debts/late fees;
- Mortgage assistance/payments for program participants;
- Subrecipient mortgage/debt service;
- Indirect organizational costs, if an Indirect Cost Plan has not been accepted by the City prior to execution of the contract; and
- Rental assistance in any unit in which the subrecipient or subsidiary has one percent (1%) or more ownership interest in the property.

## APPLICATION INSTRUCTIONS

### APPLICATION REQUIREMENTS

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

- Meet threshold criteria (as outlined in Part I, Section B)
- Include the submission of Part II of this application
- Include all applicable forms and attachments (listed in the Checklist section of this document)
- Meet the required deadline of **June 3, 2021 by 10am**

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

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

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

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

## SUBMISSION METHOD

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

Applications must be uploaded into the Oracle system and time stamped no later than **10:00 a.m. on June 3, 2021**. Applicants are strongly encouraged to submit applications before the deadline to allow time for resolving any technical difficulties. **Late submissions will not be accepted.**

## TIMELINE

2021-2022 ESG/CDBG NOFA application submission deadline is **10:00 a.m. on June 3, 2021** in Supplier Portal- Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Applications will **not** be accepted after this time and date. 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 the threshold will be reviewed and scored "as is." Missing and/or incomplete information will negatively impact the overall application score and/or result in total disqualification of an application.
- 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 Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Prior to submitting questions in oracle, please review the 2021-2022 Homelessness Solutions NOFA FAQ posted in the system. The City will provide technical assistance workshops upon release of the application.

## PROCUREMENT AND NON DISCRIMINATION NOTICE

The City Office of Contracting and Procurement solicitation meets 24 CFR Part 85.36 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](#) (Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226, (313) 224-4950, [crio@detroitmi.gov](mailto:crio@detroitmi.gov)).

## GRIEVANCE, APPEALS, AND TERMINATION PROCEDURES

The City Council/Housing and Revitalization Department (HRD) Homelessness Solutions appeal hearing will serve as a formal opportunity for applicants not recommended for funding to appeal

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

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this 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.

## REVIEW AND SCORING OF Applications

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

**Important Note: Meeting threshold does not guarantee funding.**

Competitive applications are those that score above 90 total points. Higher scoring applications have the highest potential to receive funding.

Applications scoring below 80 points will not be considered for funding.

## APPLICANTS SCORING GRID

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

APPLICATION SECTION & SCORING CRITERIA (scoring criteria in italics)	POINTS POSSIBLE
<p><b>1. Organizational Experience in Addressing Homelessness</b></p> <p>a. <b>Organizational background and services provided:</b> <i>Response provides history, experience, and a detailed description of all organizational services. Competitive applications demonstrate a strong history of serving clients experiencing and/or at risk of homelessness, and dedication to the community priorities and values listed in this NOFA’s Introduction. Agencies should highlight how they adjusted during the COVID-19 pandemic in order to meet the needs of the people they serve. Agencies must demonstrate active participation in the Detroit Continuum of Care (CoC) or articulate a plan to improve involvement. Finally, agencies with strong HMIS data entry and management experience or a thorough data management ramp up plan will be scored higher.</i></p> <p>b. <b>Vacant board positions:</b> <i>Response provided steps to fill any vacant board positions, including expected completion date.</i></p> <p>c. <b>Characteristic data of the population served based on 2020 data:</b> <i>Demographic chart completed in full. Identifies if the data is agency level or from a specific program. If the agency operates multiple programs, the data is combined.</i></p> <p>d. <b>HMIS Capacity</b></p> <p>i. <b>Experience in HMIS (or pre-approved comparable database for DV agencies only):</b> <i>Described in detail the agency’s experience with HMIS (or pre-approved comparable database for DV agencies only), including capacity to enter data accurately and time. If no experience with HMIS, response clearly outlines a plan to onboard to the HMIS.</i></p> <p>ii. <b>Universal Data Elements Threshold (Attachment 12):</b> <i>Organization meets the 90% Universal Data Elements quality threshold required per the HMIS APR or comparable database report included.</i></p>	20
<p><b>2. Financial Capacity</b></p> <p>a. <b>Financial management processes, procedures, and staff in place to oversee grant operations and administration:</b> <i>Comprehensively describes the financial management processes, procedures, and staff in place to oversee HS funded operations and administration. Responses should be detailed as to staff and procedures involved in financial oversight, as well as how current gaps are addressed in financial processes.</i></p> <p>b. <b>Subrecipient ability to submit timely and accurate invoices and timely spend down of grants</b> <i>Agencies with previous City of Detroit Homelessness Solutions funding will be scored on how well they submitted monthly invoices during 2020. Agencies with 90% timely submission of accurate and complete invoices that fully spent down prior grants by the contract deadline will be more competitive.</i></p> <p>c. <b>Match requirements:</b> <i>Answered in detailed manner; agency understands the match requirement and provided a detailed plan for obtaining the required cash/ non-cash match.</i></p> <p>d. <b>Tax and audit history:</b> <i>Score based on number of findings, seriousness of finding(s), and resolution to finding(s). Competitive applicants will not have outstanding financial audit findings.</i></p>	20
<p><b>3. Application Budget and Narrative</b></p> <p>a. <i>Competitive applications include a budget and narrative that is complete and accurate, including only eligible expenses, that reflect the program described in the application. Narrative provides a detailed description of each line item, explains how it relates to program operations, and a clear justification for budget changes from past awards (e.g. why cost per household increased).</i></p>	15
<p><b>4. Implementation Plans by Component</b></p> <p>a. <i>Competitive applications discuss how an agency incorporates the community values and priorities outlined in the Introduction of this application into their day to day operations. All responses are complete, detailed, and answer all parts of the prompts. Narrative must demonstrate a clear application of housing first and low barrier practices. <u>For questions that require a policy and procedure:</u> Policy and procedure is attached and correctly states the regulation and process to adhere to it.</i></p>	60 pts. per component / program



<b>APPLICATION SECTION &amp; SCORING CRITERIA</b> <i>(scoring criteria in italics)</i>		<b>POINTS POSSIBLE</b>
<p><b>5. Substantiated Grievances and Contract Violations</b></p> <p>a. <i>Agencies with substantiated CoC grievances specific to the program or contract violations in 2020 will have one (1) point deducted per substantiated grievance (not to exceed 5 points).</i></p>	<b>Up to - 5 points</b>	
<p><b>6. Performance Benchmarks</b></p> <p>a. <i>Applications will be scored based on ability to meet 19-20 contract performance benchmarks using 2020 HMIS data. Varies by program type. Note- 22-23 NOFA will also score timely submission of quarterly accomplishment reports.</i></p>	<b>15</b>	
<p><b>7. Attachments</b></p> <p>a. <i>All required attachments are uploaded, complete, and labeled correctly.</i></p> <p>b. <i>Note: each attachment that is incorrectly labeled will result in a one (1) point deduction, not to exceed 5 points total.</i></p>	<b>Up to - 5 points</b>	
<b>TOTAL POSSIBLE POINTS</b>		<b>130</b>

# APPLICATION PART I: AGENCY INFORMATION

## A. APPLICATION COVER SHEET

1. Applicant Organization Legal Name:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No
11. Number of employees in your agency:
12. Number of agency employees that reside in the City of Detroit:
13. Complete table below with all current City HRD Homelessness Solutions programs you are actively working to spend down in the 2021 calendar year. Include grants funded by ESG, CDBG, ESG-CV, CDBG-CV and add rows as needed. If you were granted an extension to spend down a prior years grant through 12/31/21, be sure to include those programs as well. An example is listed in the first row (you may delete this example and use this row). Mark N/A (not applicable) in the first row if you currently do not receive Homelessness Solutions funds.

Funded Program Component	Population(s) Served	Funding Amount	Contract Term (year)
<i>Ex: RRH</i>	<i>Ex: Families</i>	<i>Ex: \$350,000</i>	<i>Ex: 2019-2020</i>

14. 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).

Program Component	New or Renewal Project?	Population Served	Requested Amount
<i>Ex: Outreach</i>		<i>Ex: Unsheltered adults, families, youth</i>	<i>Ex: \$150,000</i>

## 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.*

Where noted, new applicants are defined as not having been awarded 20'21 Homelessness Solutions funds.

1. Submit a complete application *on time* in response to this NOFA for FY 2021-2022 funding. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item.
2. Demonstrate at least 1 person who has experienced homelessness is represented on the applicant agency's Board of Directors or agree to comply if awarded funds. This person must be clearly marked on the Board of Directors Roster, evidenced in **Attachment 1**. See checklist below for details.
3. Attach Board of Directors meeting schedule for the 2021 calendar year as **Attachment 2**.
4. Demonstrate current capacity to enter quality data in the Detroit HMIS system OR pre-approved comparable database if serving survivors of domestic violence by providing a copy of an APR generated from the Detroit HMIS or CAPER from a pre-approved comparable database. This should be submitted as **Attachment 7**.  
For new applicants: If an organization has participated in another HMIS system verify at least 1 year of participation in Form 1a or use Form 1b to provide a plan to begin data entry in the Detroit HMIS if your organization has no HMIS experience and is not prohibited from using HMIS by the Violence Against Women Act.
5. Agency must have the financial capacity to pay for programmatic and administrative expenses up front due to this award being funded through cost reimbursement. Submit **Form 2** as proof of this financial capacity.
6. If an applicant is a current recipient or subrecipient of HUD Funding, the agency must be in good standing with HUD as evidenced by the local HUD Field office.
7. 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 in Attachment
8. New Applicants Only: Demonstrate proof in Attachment 3 that the agency is a private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. If this is your organization's first time applying for HS funds, provide evidence in **Attachment 3** (see checklist in section F for details).
9. Applicant has at least two (2) years of experience serving vulnerable populations with public or private funding. If this is your organization's first time applying for CDBG Homeless Public Service or ESG funds, demonstrate through a submission of an award letter(s), which is **Attachment 4** (see checklist in section F for details).
10. Agency has experience providing homeless services in the Detroit CoC within the past two years.

## C. NARRATIVE QUESTIONS

**Important:** Applicants must complete all narrative questions in this section under 1. Organizational Experience 2. Financial Capacity AND 3. applicable component narrative questions in Part II below. **Please limit your response to each question to 200 words or fewer. Failure to do so will result in a reduction in points.**

### ORGANIZATIONAL EXPERIENCE IN ADDRESSING HOMELESSNESS

(20 possible points)

1. Briefly describe your organization's mission and experience providing services to homeless individuals and/or families in Detroit,

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

2. Briefly describe how HS funds will contribute to Detroit's CoC's goal to make homelessness rare, brief, and non-recurring.

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

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

5. Using the report included in attachment 7, input the demographic information in the chart that follows. All applicants are required to complete this question.

<b>Element</b>	<b>Count</b>
<b>Total Number of Persons Served</b>	
<b>Total Number of Chronically Homeless Persons</b>	
<b>Number of Veterans</b>	
<b>Number of Households Served:</b>	
<b>Without Children</b>	
<b>With Children and Adults</b>	
<b>With Only Children</b>	
<b>Gender of Adults and Children</b>	
<b>Sum Adults + Children - Male</b>	
<b>Sum Adults + Children - Female</b>	
<b>Sum of Adults + Children - Trans Female (MTF), Trans Male (FTM), Gender Non-Conforming</b>	
<b>Age</b>	
<b>Under 5</b>	
<b>5-12</b>	
<b>13-17</b>	
<b>18-24</b>	
<b>25-34</b>	
<b>35-44</b>	
<b>45-54</b>	

55-61	
62+	
<b>Race</b>	
White	
Black or African American	
Asian	
American Indian or Alaska Native	
Multiple Races	
<b>Ethnicity</b>	
Non-Hispanic/ Non-Latino	
Hispanic/Latino	

6. How has your organization's board incorporated the perspectives of the clients served outlined in #5 above to promote positive housing outcomes? What percentage of your board members have lived experience of homelessness? Is there a plan to create employment opportunities within your organization for persons with lived experience? Provide a breakdown for the racial and ethnic makeup of board members in the chart below:

<b>Race</b>	
	Count/ (Percentage)
White	
Black or African American	
Asian	
American Indian or Alaska Native	
Multiple Races	
<b>Ethnicity</b>	
Non-Hispanic/ Non-Latino	
Hispanic/Latino	

7. Are there any vacant positions on your Board of Directors? If so, what is your plan and timeline to fill those vacancies?

8. List the staff from your agency that attended CoC general membership meetings in 2020. Is your agency currently a CoC voting member? List the CoC committees staff from your agency are members of and who from your agency has participated in meetings in 2020. Note: a list of CoC committees can be found on pages 11 and 12 of the [Detroit CoC Governance Charter](#). If your agency is not actively involved in Detroit CoC general membership meetings or committees, provide a plan for improving involvement in the 2022 calendar year.

9. HMIS Capacity: Does your agency currently enter data into HMIS or a pre-approved comparable database for the projects you are requesting 21-22 HS funding to support? Yes \_\_\_ No \_\_\_

If no, please complete **Form 1b** to describe your HMIS onboarding process to ensure accurate data entry.

If yes - complete the chart below using the report submitted in **Attachment 7**

Data Element	% of Error Rate
Q6a: Data Quality: Personally Identifiable Information	
Data Element	% of Error Rate
Name (3.1)	
SSN (3.2)	
Date of Birth (3.3)	
Race (3.4)	
Ethnicity (3.5)	
Gender (3.6)	
Q6b: Data Quality: Universal Data Elements	
Data Element	% of Error Rate
Veteran Status (3.7)	
Project Start Date (3.10)	
Relationship to Head of Household (3.15)	
Client Location (3.16)	
Disabling Condition (3.8)	

Q6c: Data Quality: Income and Housing Data Quality	
Data Element	% of Error Rate
Destination (3.12)	
Q6d: Data Quality: Chronic Homelessness	
Entering into project type	% of records unable to calculate
Total	

Note: HMIS using programs that do not demonstrate error rates in **Attachment 7** at or below 10% for all universal data elements (with the exception of SSN which may be at or below 25%) will not earn full points.

## FINANCIAL CAPACITY

(20 possible points)

1. Describe the financial management processes, procedures, and staff in place to oversee HS funded operations and administration.
2. The City intends to meet HUD ESG match requirements with CDBG, however in some instances this may not be possible. In the event that you do not receive CDBG funds to match your ESG allocation, explain what cash and/or non-cash funds you will use for the match.
<p>3. Include any audit or audit findings that have arisen in the past five (5) years and their subsequent resolution or status.</p> <p><b>Check all applicable:</b></p> <p>Behind on 990 Filings: <input type="checkbox"/> Yes <input type="checkbox"/> No            Unresolved IRS Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No            Outstanding Federal or State audit findings, regardless of funding source, or closed audit findings demonstrating significant fraud or misuse of funds: <input type="checkbox"/> Yes <input type="checkbox"/> No            Overdue corrective action responses from the City of Detroit HRD or Office of the Control audits: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*If the answer was “Yes” to any of the items above, explain below. Attach supporting documentation in <b>Attachment 10</b> to demonstrate resolution of the situation.</p> <p>**If your organization has expended more than \$750,000 in federal funds within the last year, submit documentation of a completed single audit as <b>Attachment 8</b> with your application submission.</p>



**4. Other Financial Attachments:**

Organizations are also required to submit their current year budget, program budget for any homeless shelter, housing and services programs that are similar to the program you are seeking funding for through this NOFA (e.g. Shelter, Rapid Re-Housing, Street Outreach, Prevention budgets), and most recent Profit and Loss Statement. Refer to **Attachment 9** for more information.

- 5.** Describe the systems your organization will use to record staff time and activities in order to ensure accurate billing of eligible activities

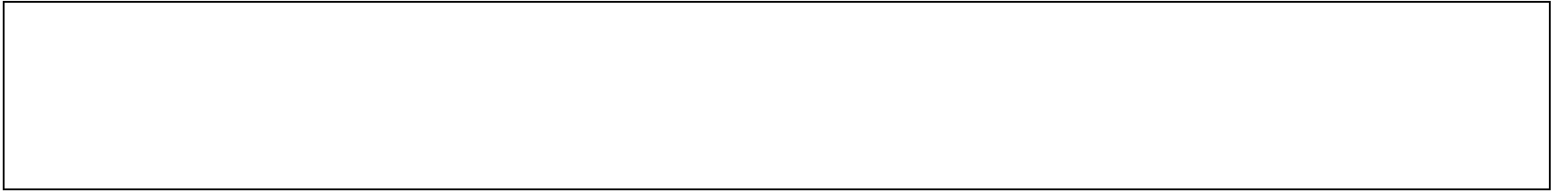
6. Does your agency currently receive HS funds to support 1 or more program components?

If no: Describe how you will ensure timely submission of complete monthly invoices packet? What processes will you put in place to ensure this occurs?

If yes: Complete the chart below for each grant expended in the 2020 calendar year. An example is provided in the first row. Be sure to include grants that were amended to add additional funds or time, ESG/ESG-CV/COVID-19/CDBG/CDBG-CV/ Front Line Pay/ Diversion funds, etc. Add rows as needed

CPA #	Date Recv'd Notice to Proceed	Grant Term	Was an Extension Granted? (Y/N)	Invoice Details (Month Services Rendered - Date Invoice emailed to Program Manager)	Grant Balance (Total funds left to expend across all sources) as of 12/31/20	Amount of Grant Recaptured
<i>Example 6002399</i>	<i>2/15/20</i>	<i>1/1/20- 12/31/20</i>	<i>No</i>	<i>Jan + Feb - 3/15/20 Mar - 4/25/20 Apr +May - 6/15/20 June -7/15/20 July -8/15/20 Aug - 9/15/20 Sept-Nov - 12/15/20 Dec - 3/31/21</i>	<i>\$500</i>	<i>\$0</i>

CPA #	Date Recv'd Notice to Proceed	Grant Term	Was an Extension Granted? (Y/N)	Invoice Details (Month Services Rendered - Date Invoice emailed to Program Manager)	Grant Balance (Total funds left to expend across all sources) as of 12/31/20	Amount of Grant Recaptured
<i>Example</i> 6002399	2/15/20	1/1/20-12/31/20	No	Jan + Feb - 3/15/20 Mar - 4/25/20 Apr +May - 6/15/20 June -7/15/20 July -8/15/20 Aug - 9/15/20 Sept-Nov - 12/15/20 Dec - 3/31/21	\$500	\$0



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# PART II APPLICATION: PROJECT COMPONENT INFORMATION

## IMPLEMENTATION PLANS BY COMPONENT

(60 possible points per component/program proposed)

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

### COMPONENT #1- STREET OUTREACH

Outreach Program Name:

Project Type:       New Project       Renewal

- |  |
|--|
| 1. Describe your experience operating street outreach programming. Include your understanding of the needs and challenges of the unsheltered homeless population.  |
| 2. Briefly describe your proposed project, including what services and activities will be provided.  |
| 3. What evidenced-based practices and approaches will you use to engage with the unsheltered homeless population? Examples include harm reduction, motivational interviewing, trauma-informed, and housing first. Provide detail on how all outreach team members (including evening and weekend staff) are trained on these approaches and at what frequency. |
| 4. What will 21-22 Homelessness Solutions funds be used for? Provide the total dollar amount of your HS request and a detailed budget narrative describing how you arrived at this figure. <i>Note- awards will be comparable to 19-20 combined ESG + CDBG award totals.</i>   |
| 5. What other funds will be used to support the operations of your street outreach team during the 21-22 grant term? List dollar amounts and funding sources.  |

6. Was your street outreach program awarded HS funding for the 20-21 grant year?  
 Yes \_\_\_ No \_\_\_

If no: Describe how the quality of project programming and client outcomes will improve as a result of HS funding.

If yes:

How much in total was your street outreach program awarded from the Homelessness Solutions Division for the 20-21 grant term? *Note this total should include ESG, ESG-CV, CDBG, CDBG-CV, COVID-19 awards as applicable.* \_\_\_\_\_

a. Is this amount greater than or less than the total amount requested in # 3?  
 Greater than \_\_\_ Less Than \_\_\_

b. If greater than, describe how the quality of project programming and client outcomes will improve as a result of increased funding.

7. How many Peer Supports will be employed on the outreach team supported by this grant? What role will they have on the outreach team?

8. How will you ensure that your agency collects accurate and complete intake and exit data on all clients served by this grant in HMIS or a comparable (pre-approved) data base?

9. How will you ensure that your agency adheres to quarterly and annual reporting, including the CAPER and any other data requirements?

10. How will you monitor your street outreach team’s progress toward meeting the 21-22 street outreach benchmarks? Describe how you will course correct to meet expectations if needed.

11. Complete the charts below with detail on the program days and hours of operation that the team funded by this grant will maintain. *Note: programs that are available for a minimum of 5 days/ week, 8 hours per day, will be awarded a higher number of points.:*

Sunday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		

Monday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Tuesday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Wednesday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Thursday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		

Friday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Saturday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
<p>12. How will street outreach team members coordinate with other outreach teams, housing navigation teams, CAM?</p>		
<p>13. How will street outreach team members coordinate with other system partners to ensure connections to community services and resources that meet client needs related to behavioral/ physical health, employment, mainstream benefits?</p>		
<p>14. How will your outreach team mobilize and respond during Code Blue situations? Please refer to the “scope of services 1. Street Outreach” section of this NOFA for the definition of Code Blue.</p>		
<p>15. How has your program responded to system-wide needs for COVID response?</p>		
<p>16. Did your agency participate in CoC Outreach workgroup meetings during the 2020 Calendar Year? Yes ___ No ___</p> <p>a. If yes, share the names of the staff that participated.</p> <p>b. If no, how will you ensure that outreach staff participate in CoC Outreach Workgroup meetings in the 2022 calendar year?</p>		



17. Did your outreach team respond to City of Detroit outreach requests during the 2020 Calendar Year? Yes \_\_\_ No \_\_\_
- a. If yes, how many?
  - b. If no, provide detail for how your team will be mobilized to respond when needed?

18. Does the street outreach program requesting HS funding currently enter data into HMIS or a pre-approved comparable database within the Detroit CoC? Yes \_\_\_ No \_\_\_
- a. If yes
    - i. In what year did the street outreach program to be funded by this grant start entering data into HMIS?
    - ii. Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.
    - iii. Provide a count for the total number of street outreach staff with HMIS licenses.
    - iv. Provide the names of staff that attended the 2021 Virtual HMIS Boot camp held 2/25/21-2/26/21.
  - b. If no, complete **form 1b**.

19. New Projects: Discuss your understanding of the street outreach performance measures in the first column of the chart below and describe how you plan to meet 21-22 Performance Benchmarks.

Renewal Projects: Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2020 calendar year in **Attachment 12**. Use the data generated from that report to first complete the Form 5 - Outcome Calculation workbook. Following completion of Form 5, fill in responses under the columns labeled “2020 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 19-20 benchmark, describe what changes you will make to ensure your street outreach program meets the 21-22 Performance Benchmarks outlined in the upcoming grant year. For the 2019 calendar year program performance column, reference the response recorded in your 20-21 application for this component.

Performance Measure	19-20 Performance Benchmark	2019 Calendar Year Program Performance	2020 Calendar Year Program Performance	19-20 Benchmark Met? (Yes or No)
% of clients that meet the definition of unsheltered homelessness	100%			
% of clients who complete all CAM required assessments	N/A			N/A
% of clients who exit to any sheltered destination	70%			

## COMPONENT #2- HOUSING NAVIGATION

Navigation Program Name:

Project Type:       New Project       Renewal

<p>1. Describe your experience operating housing navigation programming. Include your understanding of the needs and challenges of the unsheltered, chronically homeless population.</p>
<p>2. What evidenced-based practices and approaches will you use to engage with the unsheltered homeless population? Examples include harm reduction, motivational interviewing, trauma-informed, and housing first. Provide detail on how all navigation team members (including evening and weekend staff) are trained on these approaches and at what frequency.</p>
<p>3. Briefly describe your proposed project, including what services and activities will be provided. Include detail on the methods or techniques that will be used to help clients be added to the CoC prioritization list monitored by the CAM lead agency.</p>
<p>4. What will 21-22 Homelessness Solutions funds be used for? Provide the total dollar amount of your HS request and a detailed budget narrative describing how you arrived at this figure. <i>Note- awards will be comparable to 19-20 combined ESG + CDBG award totals.</i></p>
<p>5. Was your navigation program awarded HS funding for the 20-21 grant year? Yes ____ No ____</p> <p>If no: Describe how the quality of project programming and client outcomes will improve as a result of HS funding.</p> <p>If yes:</p> <p>How much in total was your navigation program awarded from the Homelessness Solutions Division for the 20-21 grant term? <i>Note this total should include ESG, ESG-CV, CDBG, CDBG-CV, COVID-19 awards as applicable.</i></p> <p>a. Is this amount greater than or less than the total amount requested in # 4? Greater than ____ Less Than ____</p> <p>b. If greater than, describe how the quality of project programming and client outcomes will improve as a result of increased funding.</p>
<p>6. What other funds will be used to support the operations of your navigation program during the 21-22 grant term? List dollar amounts and funding sources.</p>
<p>7. How many Peer Supports will be employed on the housing navigation team supported by this grant? What role will they have on the navigation team?</p>

8. Indicate your staff to client ratio.

9. How will you ensure that your agency collects accurate and complete intake and exit data on all clients served by this grant in HMIS or a comparable (pre-approved) data base?

10. How will you ensure that your agency adheres to quarterly and annual reporting, including the CAPER and any other data requirements?

11. Complete the charts below with detail on the program days and hours of operation that the team funded by this grant will maintain. *Note: Competitive programs will demonstrate flexibility to connect with clients during non-traditional hours:*

Sunday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		

Monday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		

Tuesday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		

Wednesday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Thursday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Friday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		
Saturday		
	In the field	In the Office
Morning Hours of Op		
Afternoon Hours of Op		
Evening Hours of Op		

<p>12. How will housing navigation team members coordinate with other housing navigation teams, street outreach teams, and other system partners to ensure connections to community services and resources that meet client needs related to permanent housing?</p>
<p>13. How will you monitor your housing navigation team’s progress toward meeting the 21-22 housing navigation benchmarks? Describe how you will course correct to meet expectations if needed.</p>
<p>14. How has your program responded to system-wide needs for COVID response?</p>
<p>15. Describe your housing navigation team’s approach to ensuring clients added to the CoC prioritization list monitored by the CAM lead agency are successfully connected with Permanent Supportive Housing.</p>
<p>16. Did your agency participate in CoC Outreach workgroup meetings during the 2020 Calendar Year? Yes ___ No ___</p> <ul style="list-style-type: none"> <li>a. If yes, share the names of the staff that participated.</li> <li>b. If no, how will you ensure that housing navigation staff participate in CoC Outreach Workgroup meetings in the 2022 calendar year?</li> </ul>
<p>17. Did your agency participate in CoC Chronic by Name List Leadership meetings during the 2020 Calendar Year? Yes ___ No ___</p> <ul style="list-style-type: none"> <li>c. If yes, share the names of the staff that participated.</li> <li>d. If no, how will you ensure that housing navigation staff participate in the CoC Chronic by Name List Leadership meetings in the 2022 calendar year?</li> </ul>
<p>18. Does the housing navigation program requesting HS funding currently enter data into HMIS or a comparable pre-approved database within the Detroit CoC? Yes ___ No ___</p> <ul style="list-style-type: none"> <li>c. If yes <ul style="list-style-type: none"> <li>i. In what year did the housing navigation program to be funded by this grant start entering data into HMIS?</li> <li>ii. Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.</li> <li>iii. Provide a count for the total number of housing navigation staff with HMIS licenses.</li> <li>iv. Provide the names of staff that attended the 2021 Virtual HMIS Boot camp held 2/25/21-2/26/21.</li> </ul> </li> <li>d. If no, complete form 1b.</li> </ul>
<p>19. New Projects: Discuss your understanding of the navigation performance measures and describe how you plan to meet 21-22 Performance Benchmarks.</p> <p>Renewal Projects: Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2020 calendar year in <b>Attachment 12</b>. Use the data generated from that report to first complete the Form 5 - Outcome Calculation workbook. Following completion of Form 5, fill in responses under the</p>

columns labeled “2020 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 19-20 benchmark, describe what changes you will make to ensure your street outreach program meets the 21-22 Performance Benchmarks outlined in the upcoming grant year. For the 2019 calendar year program performance column, reference the response recorded in your 20-21 application for this component.

Performance Measure	19-20 Performance Benchmark	2019 Calendar Year Program Performance	2020 Calendar Year Program Performance	19-20 Benchmark Met? (Yes or No)
% of clients that meet the definition of unsheltered homelessness	100%			
% of clients that meet the definition of chronic homelessness	N/A			
% of clients who become “document ready”	N/A			N/A
% of clients who exit to a permanent housing destination	N/A			

### COMPONENT #3- EMERGENCY SHELTER/WARMING CENTER/ DAY SHELTER

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

Shelter Program Name: \_\_\_\_\_

Shelter Program Address: \_\_\_\_\_

Project Type:         New Project         Renewal Project

Shelter Type:  Emergency Shelter (Year-Round)

Seasonal Warming Center (Nov 2021-March 2022)

Day Shelter (Year Round) \_\_\_\_\_

<p>1. Describe your experience operating an Emergency Shelter and/or Warming Center for people experiencing homelessness. Include your understanding of the unique needs of those experiencing homelessness.</p>
<p>2. Briefly describe your proposed project and objective. What onsite amenities or services are available to program guests? Include details on the target population to be served and dates that program will be operational. If you are applying for warming center funding, include detail on how you will gear up and ramp down programming in a timely manner.</p>
<p>3. What will 21-22 Homelessness Solutions funds be used for? Provide the total dollar amount of your HS request and a detailed budget narrative describing how you arrived at this figure. <i>Note- awards will be comparable to 19-20 combined ESG + CDBG award totals.</i></p>
<p>4. Was your emergency shelter/ warming center/ day shelter awarded HS funding for the 20-21 grant year? Yes ___ No ___</p> <p>If no: Describe how the quality of project programming and client outcomes will improve as a result of HS funding.</p> <p>If yes:</p> <p style="margin-left: 20px;">a. How much in total was your program awarded from the Homelessness Solutions Division for the 20-21 grant term? <i>Note this total should include ESG, ESG-CV, CDBG, CDBG-CV, COVID-19 awards as applicable.</i></p> <p style="margin-left: 20px;">b. Is this amount greater than or less than the total amount requested in # 3? Greater than ___ Less Than ___</p> <p style="margin-left: 20px;">c. If greater than, describe how the quality of project programming and client outcomes will improve as a result of increased funding.</p>
<p>5. What other funds will be used to support the operations of your emergency shelter/ warming center/ day shelter? List dollar amounts and funding sources.</p>



Emergency Shelters and Warming Centers:

What is the maximum number of guests you can accommodate overnight? \_\_\_\_\_

How many of those beds will be funded in part or whole by HS funds?  
\_\_\_\_\_

Day Shelters:

What is the maximum number of guests you are able to accommodate at a single time? \_\_\_\_\_

6. a. How many housing-focused case managers are assigned to work with the guests served by the program seeking HS funds? \_\_\_\_\_

b. What is the maximum number of security staff on site at a given time at the emergency shelter, warming center, or day shelter seeking HS funds? \_\_\_\_\_

c. How many staff serve as both housing focused case managers and security staff for this program? \_\_\_\_\_

d. Use the information recorded above and in # 5 to provide the following ratios:

Case Managers: Clients Served \_\_\_\_\_

Security Staff: Clients Served \_\_\_\_\_

7. How many Peer Supports will be employed in the team supported by this grant? What role will they have in the delivery of emergency shelter/ warming center/ day shelter services?

8. How do case managers ensure connections to community services and resources that meet client needs (behavioral/physical health, employment, benefits)? Describe the ways in which case management at your shelter is housing focused, client-centered, and trauma-informed.

9. Describe how your program will incorporate evidence-based practices, such as person-centered planning, progressive engagement, trauma informed care, and motivational interviewing, in service to clients. Provide detail on how all program team members (including evening and weekend staff) are trained on these approaches and at what frequency.

10. Provide a process map showing the steps taken to connect clients with permanent housing. Highlight system partners engaged at each step.

11. How will your program operate with a Housing First and low-barrier approach? What protocols are in place to address staff that do not adhere to these policies? Please provide your agency's policy and procedure regarding Housing First and low-barrier as part of the required documents for Attachment #11. In addition, indicate the policy name and page number where this topic is discussed. Be sure that the policies address any requirements related to sobriety and/or tests for substance use or alcohol. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.

12. How will your program adhere to the Equal Access Rule? What protocols are in place to address staff that do not adhere to these policies? Please provide your agency's policy and procedure regarding Equal Access as part of the required documents for Attachment #11, indicating the policy name and page number. Be sure the policy addresses both involuntary family separation and transgender shelter placement. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.

13. How do clients who walk-in and/or present after CAM hours get connected with CAM within 48 hours? What protocols are in place to address staff that do not adhere to these policies? How is this policy communicated to evening and weekend staff? Provide a copy of your walk-in policy and procedure as part of the required documents for Attachment #11. In addition, indicate the policy name and page number where this topic is discussed. Be sure the policy addresses how staff are instructed to avoid denying access to shelter. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.

14. Can clients who have been terminated return to your shelter? If no, describe why not. What protocols are in place to address staff that do not adhere to these policies? Provide your agency's termination policy and procedure as Attachment #11. Indicate the policy name and page number in this section. Be sure the policy addresses situations where clients are permanently banned, as well as which staff are able to record client bans. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.

15. Will your program serve families with children in the 21-22 grant year? Yes \_\_\_ No \_\_\_  
If yes, how would you demonstrate compliance with the McKinney-Vento Act? Who would you partner with to ensure compliance?

16. How does the program seeking HS funds coordinate and collaborate with other homeless service providers in the community, and with partnering entities like HAND, CAM, Public Safety, and the Detroit Health Department?

17. In order to streamline evening and weekend referrals, the City is seeking out a minimum of one single adult shelter and one family shelter that can be designated as an overflow shelter. Overflow shelters must be able to accommodate any household that meets the required family composition. For instance, if a veteran or youth provider is the designated overflow shelter, they must accept non-youth families and/or non-veterans. Households that present after hours would still be referred to CAM the next business day. Please state if your agency is interested in being designated an overflow shelter and ensure that your budget justification reflects any additional staff. Yes \_\_\_ No \_\_\_

18. How has your program responded to system-wide needs for COVID response and how will you continue to do so?

19. Did your agency participate in CoC Shelter workgroup meetings during the 2020 Calendar Year? Yes \_\_\_ No \_\_\_

- e. If yes, share the names of the staff that participated.
- f. If no, how will you ensure that emergency shelter/ warming center/ day shelter staff participate in CoC Shelter Workgroup meetings in the 2022 calendar year?

20. How will you ensure that your agency collects accurate and complete intake and exit data on all clients served by this grant in HMIS or a comparable (pre-approved) database?

21. How will you ensure that your agency adheres to quarterly and annual reporting, including the CAPER and any other data requirements?

22. Does the program requesting HS funding currently enter data into HMIS or a pre-approved comparable database within the Detroit CoC? Yes \_\_\_ No \_\_\_

- e. If yes
  - i. In what year did the program to be funded by this grant start entering data into HMIS or a comparable pre-approved database?
  - ii. Provide the name of the HMIS/ Database Agency Administrator responsible for monitoring data for this program.
  - iii. Provide a count for the total number of program staff with HMIS/ Database licenses.
  - iv. Provide the names of staff that attended the 2021 Virtual HMIS Boot camp held 2/25/21-2/26/21.
- f. If no, complete form 1b.

23. Was the program seeking HS funds operational in 2020?

If no:

- a. How many clients do you plan to serve in 2022 if this application is awarded funding?
- b. How will you ensure that 100% of clients referred from CAM have a referral outcome recorded in HMIS?

If yes:

- a. How many clients were served by your emergency shelter/ warming center/ day shelter in the 2020 calendar year? \_\_\_\_\_
- b. How many referrals did your emergency shelter/ warming center/ day shelter receive from CAM in the 2020 calendar year? \_\_\_\_\_
- c. How will you ensure that 100% of clients referred by CAM have a referral outcome recorded in HMIS?

24. Describe how you will ensure that all clients served for 30 or more days will have a housing case plan documented. Provide detail on how you will ensure staff will record this information in HMIS or a pre-approved comparable database following guidance provided in the 2021 HMIS Virtual Boot camp.

25. New Projects: Discuss your understanding of the performance measures in the chart below and describe how you plan to meet 21-22 Performance Benchmarks.

Renewal Projects: Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2020 calendar year in **Attachment 12**. Use the data generated from that report to first complete the Form 5 - Outcome Calculation workbook. Following completion of Form 5, fill in responses under the columns labeled “2020 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 19-20 benchmark, describe what changes you will make to ensure your street outreach program meets the 21-22 Performance Benchmarks outlined in the upcoming grant year. For the 2019 calendar year program performance column, reference the response recorded in your 20-21 application for this component.

Performance Measure	19-20 Performance Benchmark	2019 Calendar Year Program Performance	2020 Calendar Year Program Performance	19-20 Benchmark Met? (Yes or No)
Shelter utilization rate according to data reported on CoC APR or CAPER	90% (on the last Wednesday of each quarter)			
% of exits to a permanent housing destination	Family Shelters- 70% Single Shelters - 18% Youth Shelters - 45% Warming Centers and Day Shelters - 13%			
% of client charts that demonstrate a housing plan within 30 days of entry	N/A			

## COMPONENT #4- RAPID RE-HOUSING

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

RRH Program Name: \_\_\_\_\_

Project Type:       New Project       Renewal Project

1. Describe your experience operating Rapid Re-Housing. Include your understanding of the needs and challenges of persons experiencing homelessness.
2. Briefly describe your proposed project, including what services and activities will be provided. How will you address the needs of high risk populations within service delivery?
3. What is the projected number of participants to be served in this program? If your program intends to serve families with children, please also provide a count of households.
4. What will 2021-2022 Homelessness Solutions funds be used for? Provide the total dollar amount of your HS request. Divide the sum of your grant request by the total number of households projected to be served and provide this figure as the “average cost per household”. Provide detail on how you arrived at these two figures. <i>Note- awards will be comparable to 19-20 combined ESG + CDBG award totals.</i>
5. How do you use progressive engagement to determine the amount of financial assistance and case management services to provide to a household?
6. Was your RRH program awarded HS funding for the 20-21 grant year? Yes ___ No ___ If no: Describe how the quality of project programming and client outcomes will improve as a result of HS funding.  If yes: a. How much in total was your RRH program awarded from the Homelessness Solutions Division for the 20-21 grant term? <i>Note this total should include ESG, ESG-CV, CDBG, CDBG-CV, COVID-19 awards as applicable.</i> b. Is this amount greater than or less than the total amount requested in # 4? Greater than ___ Less Than ___ c. If greater than, describe how the quality of project programming and client outcomes will improve as a result of increased funding.

7. What other funds will be used to support the operations of your RRH program during the 21-22 grant term? List dollar amounts and funding sources.
8. Describe your program strategy to house clients within 60 days, have a high quality tenant- centered housing search, and provide housing stabilization services. Provide a detailed timeline for each stage in the process, the frequency, and type of client contacts made.
9. Describe how your program will incorporate evidence-based practices, such as person-centered planning, progressive engagement, trauma informed care, and motivational interviewing in service to clients. Provide detail on how all RRH team members (including evening and weekend staff) are trained on these approaches and at what frequency.
10. Describe your approach to work with clients to reach goals that they have initiated.
11. How will the project funded by this grant provide effective case management that helps client progression? How will you ensure that your staffing structure achieves your programmatic outcomes? Indicate your staff to client ratio and provide a justification. Note: RRH best practices suggest case management ratios of 1:25.
12. How are peer supports used in RRH program service delivery? If your project has peer supports on the team currently, describe their supervision. If peer supports are not currently part of the RRH team, explain the reason why and your plan to incorporate lived expertise in program delivery.
13. How will your program operate with a Housing First approach? What protocols are in place to address staff that do not adhere to these policies? Please provide your agency's policy and procedure regarding Housing First as part of the required documents for Attachment #11. In addition, indicate the <u>policy name</u> and <u>page number</u> where this topic is discussed. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.
14. How do you work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services?
15. Provide a copy of program eviction prevention and termination policies. Please provide your agency's policy and procedure regarding Eviction and termination as part of the required documents for Attachment #11. In addition, indicate the <u>policy name</u> and <u>page number</u> where this topic is discussed. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy would be in place.
16. Describe your approach to completing housing inspections in light of COVID-19.
17. How does the program seeking HS funds coordinate with mainstream services to address the full spectrum of households needs? Provide detail on the partners you commonly refer clients to for assistance. Reference work done to meet client <b>income and employment</b> , healthcare, food, and financial education needs.

18. How will you ensure system coordination and collaboration with other homeless service providers in the community, and with partnering entities like HAND, CAM, Public Safety, and Detroit Health Department?
19. How does your agency work with landlords to recruit their participation? How do you maintain ongoing communication and positive relationships with landlords? Provide an example of how this work has been successful in getting a landlord to show flexibility while maintaining an authentic commitment to Housing First.
20. Of the clients that were eligible for Housing Choice Vouchers (HCVs) in 2020, what percentage leased up using that subsidy and exited out of Rapid Re-Housing within 12 months? How will your program ensure that clients who qualify for HCVs lease up using this subsidy during the 21-22 grant year? Provide the steps your agency will take to ensure clients are on the HCV waitlist, recertified, document ready, briefed, and leased up.
20. How will you ensure that all RRH participants are adequately prepared to maintain stable tenancies upon program exit?
21. Did your agency participate in CoC RRH workgroup meetings during the 2020 Calendar Year? Yes ___ No ___ g. If yes, share the names of the staff that participated. h. If no, how will you ensure that RRH staff participate in CoC RRH Workgroup meetings in the 2022 calendar year?
22. How has your program responded to system-wide needs for COVID response?
23. How will you ensure that your agency collects accurate and complete intake and exit data on all clients served by this grant in HMIS or a comparable (pre-approved) database?
24. How will you ensure that your agency adheres to quarterly and annual reporting, including the CAPER and any other data requirements?
25. Does the program requesting HS funding currently <u>enter data</u> into HMIS or a pre-approved comparable database within the Detroit CoC? Yes ___ No ___ g. If yes i. In what year did the program to be funded by this grant start entering data into HMIS or a comparable pre-approved database? ii. Provide the name of the HMIS/ Database Agency Administrator responsible for monitoring data for this program. iii. Provide a count for the total number of program staff with HMIS/ Database licenses. iv. Provide the names of staff that attended the 2021 Virtual HMIS Boot camp held 2/25/21-2/26/21. h. If no, complete form 1b.



26. New Projects: Discuss your understanding of the performance measures in the chart below and describe how you plan to meet 21-22 Performance Benchmarks.

Renewal Projects: Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2020 calendar year in **Attachment 12**. Use the data generated from that report to first complete the Form 5 - Outcome Calculation workbook. Following completion of Form 5, fill in responses under the columns labeled “2020 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 19-20 benchmark, describe what changes you will make to ensure your street outreach program meets the 21-22 Performance Benchmarks outlined in the upcoming grant year. For the 2019 calendar year program performance column, reference the response recorded in your 20-21 application for this component.

Performance Measure	19-20 Performance Benchmark	2019 Calendar Year Program Performance	2020 Calendar Year Program Performance	19-20 Benchmark Met? (Yes or No)
Average length of time to move clients into housing from program entry	75 days			
% of clients that receive case management services at least every 30 days	N/A			
% of clients that receive home visits at least every 90 days	N/A			
% of clients who exit to a permanent housing destination	94%			
% of clients who exit within 180 days of program entry	65%			

## COMPONENT #5- HOMELESSNESS PREVENTION

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

Prevention Program name:

Project Type:     New Project     Renewal Program

1. Describe your experience operating Homeless Prevention Programs. Provide detail on the types of services provided and number of clients served. Include your understanding of the needs and challenges of the at risk population.
2. Briefly describe your proposed project, including what services and activities will be provided.
3. What will 21-22 Homelessness Solutions funds be used for? Provide the total dollar amount of your HS request. Divide the sum of your grant request by the total number of households projected to be served and provide this figure as the “average cost per household”. Provide detail on how you arrived at these two figures. <i>Note- awards will be comparable to 19-20 combined ESG + CDBG award totals.</i>
<p>4. Was your Prevention program awarded HS funding for the 20-21 grant year? Yes____ No _____</p> <p>If no: Describe how the quality of project programming and client outcomes will improve as a result of HS funding.</p> <p>If yes:</p> <p>How much in total was your Prevention program awarded from the Homelessness Solutions Division for the 20-21 grant term? <i>Note this total should include ESG, ESG-CV, CDBG, CDBG-CV, COVID-19 awards as applicable.</i></p> <p>Is this amount greater than or less than the total amount requested in # 3? Greater than ____ Less Than ____</p> <p>If greater than, describe how the quality of project programming and client outcomes will improve as a result of increased funding.</p>
5. What other funds will be used to support the operations of your prevention program during the 21-22 grant term? List dollar amounts and funding sources.
6. How will your program ensure it is targeting households at imminent risk of homelessness as defined by HUD? Be sure to indicate how those without formal leases or doubled up will be served.

7. Explain the process by which referrals will be received to your program for persons in need of eviction prevention assistance. Note how your program will receive referrals outside of the court system.
8. What is the projected number of participants or households that will be served by this program? How did you arrive at that number? Renewal projects should be sure to note how this compares to the number of households served during the 2020 calendar year.
9. How will the project funded by this grant provide effective case management that helps client progression? Indicate your staff to client ratio and provide a justification.
10. Describe how your program will incorporate evidence-based practices, such as person-centered planning, progressive engagement, trauma informed care, and motivational interviewing, in service to clients. Provide detail on how all prevention team members (including evening and weekend staff) are trained on these approaches and at what frequency.
11. How are peer supports used in prevention program service delivery? If your project has peer supports on the team currently, describe their supervision. If peer supports are not currently part of the prevention program team, explain the reason why.
12. How is Housing First incorporated into programming? How do you work with clients who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services? Please provide your agency's policy and procedure regarding Housing First and Low-Barrier as part of the required documents for Attachment #11. In addition, indicate the name of <u>policy name</u> and <u>page number</u> where this topic is discussed. Failure to do so will result in a loss of points. If you do not yet have a policy regarding this, please state when such policy will be in place.
13. Describe your approach to completing housing inspections in light of COVID-19.
14. How do you determine how much financial assistance to provide households in order to maintain their housing stability?
15. How does your organization coordinate with mainstream services to address the full spectrum of a household's needs for those who are served? Provide detail on the partners you commonly refer clients to for assistance. Reference work done to meet client income and employment, healthcare, food, and financial education needs.
16. How will your homelessness prevention program work with utility companies, courts systems, other prevention providers, CAM and other services and resources in the community to keep participants stably housed?
17. How does your agency work with landlords to recruit their participation? How do you maintain ongoing communication and positive relationships with landlords?
18. Describe the measures your program will put in place to ensure clients remain stably housed at least one year after program exit. What does client engagement look like 1-3 months after clients exit?

<p>19. How will you ensure that your agency collects accurate and complete intake and exit data on all clients served by this grant in HMIS or a comparable (pre-approved) database?</p>
<p>20. How will you ensure that your agency adheres to quarterly and annual reporting, including the CAPER and any other data requirements?</p>
<p>21. How has your program responded to system-wide needs for COVID response?</p>
<p>22. Did your agency participate in the CoC Prevention Provider workgroups during the 2021 calendar year? Yes ___ No ___</p> <ul style="list-style-type: none"> <li>a. If yes, share the names of the staff that have participated.</li> <li>b. If no, how will you ensure that prevention staff participate in the CoC Prevention Provider workgroup meetings in the 2022 calendar year?</li> </ul>
<p>23. Does the prevention program requesting HS funding currently enter data into HMIS or a pre-approved comparable database within the Detroit CoC? Yes ___ No ___</p> <ul style="list-style-type: none"> <li>i. If yes <ul style="list-style-type: none"> <li>i. In what year did the prevention program to be funded by this grant start entering data into HMIS?</li> <li>ii. Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.</li> <li>iii. Provide a count for the total number of prevention program staff with HMIS licenses.</li> <li>iv. Provide the names of staff that attended the 2021 Virtual HMIS Boot camp held 2/25/21-2/26/21.</li> </ul> </li> <li>j. If no, complete form 1b.</li> </ul>

24. New Projects: Discuss your understanding of the performance measures in the chart below and describe how you plan to meet 21-22 Performance Benchmarks.

Renewal Projects: Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2020 calendar year in **Attachment 12**. Use the data generated from that report to first complete the Form 5 - Outcome Calculation workbook. Following completion of Form 5, fill in responses under the columns labeled “2020 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 19-20 benchmark, describe what changes you will make to ensure your street outreach program meets the 21-22 Performance Benchmarks outlined in the upcoming grant year. For the 2019 calendar year program performance column, reference the response recorded in your 20-21 application for this component. **If your prevention program was granted a waiver to not use HMIS for grants expended in calendar 2020, use the 19-20 accomplishment report template to generate responses below for the 2020 calendar year.**

Performance Measure	19-20 Performance Benchmark	2019 Calendar Year Program Performance	2020 Calendar Year Program Performance	19-20 Benchmark Met? (Yes or No)
% of clients in the program for 3 months or less <i>Note: We will take into consideration impact of COVID-19 on benchmark set for 21-22 grant term</i>	85%			
% of clients who exit to a permanent housing destination	99%			
% of clients that remain housed within one year of program exit	N/A			

## FORMS AND ATTACHMENTS CHECKLIST

### INSTRUCTIONS

The checklist below indicates the forms and attachments that must be submitted with the application. Indicate Yes (Y) or No (N) in the “Attached” Column to demonstrate if a document is attached. *Each Attachment document must be titled with the appropriate number and title (for example - “A3 IRS letter”). Please insert the title at the top of the first page of each attachment as well as label each attachment’s file name using the same naming convention. See bolded text under “Document Description” for document number and title. **Failure to upload and/or use the correct naming convention will result in a one-point reduction per attachment with a maximum of 5 points total reduction in score.***

## CHECKLIST

Attachment or Form #	Document Description <i>(bold lettering indicates number and title of document)</i>	Attached? Y/N
<b>THRESHOLD</b>		
<b>Note: Applications must meet threshold to be considered for funding</b>		
<b>MINIMUM REQUIREMENTS - ALL APPLICANTS</b>		
Attachment 1	<b>A1: Board Participation of a Person with Lived Experience of Homelessness-</b> verification of the participation of a board member who is or has experienced homelessness	
Attachment 2	<b>A2: Board of Directors 2021 Meeting Schedule</b>	
Form 1a	<b>F1a: HMIS Certification</b> - only for those applicants who do not currently participate in Detroit's HMIS but have participated in another jurisdiction's HMIS for at least 1 year.	
Form 1b	<b>F1b: HMIS Onboarding Plan-</b> only for those applicants that do not currently participate in any HMIS system	
Form 2	<b>F2: Cash on Hand Certification</b>	
<b>THRESHOLD FOR NEW APPLICANTS ONLY</b>		
Attachment 3	<b>A3: IRS letter</b> verifying current tax-exempt 501(c)(3) status	
Attachment 4	<b>A4: Proof of 2 years of experience</b> operating programs with public or private funding as demonstrated by funding letter(s)	
Attachment 16	<b>A16: Proof of providing homeless services in the Detroit CoC</b> within the past 2 years, ex: CoC General Membership	

REQUIRED ATTACHMENTS - ALL APPLICANTS		
Attachment or Form #	Document Description <i>(bold lettering indicates number and title of document)</i>	Attached? Y/N
<b>ORGANIZATIONAL EXPERIENCE</b>		
Attachment 5	<b>A5: Organizational chart</b> - including positions and key roles	
Attachment 6	<b>A6: Annual Report</b> (only for agencies who have not served the homeless population prior)	
Form 3	<b>F3: Certifications and Assurances</b>	
Attachment 7	<b>A7: 2020 Calendar Year APR or CAPER</b> generated from HMIS or pre-approved comparable database 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 calendar year 2020, attach a copy of the report used to generate responses to question 5.	
<b>FINANCIAL CAPACITY</b>		
Attachment 8	<b>A8: CPA prepared Financial Statements</b> for most recent year-end and Single Audit	
Attachment 9	<b>A9: Budgets</b> - Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement	
Attachment 10	<b>A10: Resolution of Findings</b> - Documentation showing status/resolution of any City, HUD and/or IRS findings	



<b>REQUIRED ATTACHMENTS - ALL APPLICANTS</b>		
<b>Attachment or Form #</b>	<b>Document Description(<i>bold lettering indicates number and title of document</i>)</b>	<b>Attached? Y/N</b>
<b>IMPLEMENTATION PLANS BY COMPONENT</b>		
Form 4	<b>F4: Application Budget and Narrative</b> - excel document must be completed for each program/component for which you are applying (Form in separate excel document posted with NOFA). If applying for multiple programs under a single component, please submit a separate budget for each. It is CRITICAL that detailed narrative is provided for each line item for which HS funds are being requested under eligible activities outlined in this NOFA.	
Attachment 11	<b>A11: Policies and Procedures</b> for each applicable component	
Form 5	<b>F5: Outcome Calculation Workbook</b> - with a worksheet completed for EACH PROGRAM seeking funding through this NOFA	
Attachment 12	<b>2020 calendar year APR or CAPER</b> used to complete form 5 for EACH PROGRAM seeking funding through this NOFA	
Attachment 13	<b>A13: Certificate of Occupancy</b> (Shelters only)	
Attachment 14	<b>A14: Emergency Shelter License</b> , copy of 1 <sup>st</sup> page of Emergency Shelter License stamped by consumer affairs department, or copy of receipt indicating payment of app fee for License (Shelters only)	
Attachment 15	<b>A15: System for Award Management (SAM)</b> active registration; refer to sam.gov for more information	
<b><u>OPTIONAL</u>: FOR APPLICANTS SUBMITTING APPEALS OF FUNDING DECISIONS</b>		
Form 6	<b>F6: Appeal Form</b>	

## General Conditions

Any contractors or subcontractors are bound by the General Conditions and any contracts the respondent enters into with them must include the same General conditions.

### **Conflict of Interest**

The respondent warrants that to the best of its knowledge, belief and, except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the respondent's organizational, financial, contractual or other interests are such that:

- i) Respondent may have an unfair competitive advantage; or
- ii) The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the NOFA submission.

The respondent agrees that if, after award, he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he, she or it, shall make an immediate and full disclosure in writing to the City. This shall include a description of the action, which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.

In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the General Manager-Purchasing, the City may disqualify the respondent.

No member of or delegate to the U.S. Congress or Resident Commissioner shall be allowed to share any part of the contract awarded under this solicitation or to any benefit that may arise therefrom. This provision shall be construed to extend to any contract made with the successful respondent.

No member, officer, or employee of the City, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the City was activated, and no other public official of such locality or localities who exercises in any respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation.

No member, officer or employee of the respondent selected to perform the services described above shall, during the term of their contract, or for one year thereafter, have any interest direct or indirect, in any contract that they are responsible for procuring, managing or overseeing.

The City reserves total discretion to determine the proper treatment of any conflict of interest.

### **Cost of Preparing the Application Response**

All costs incurred, directly or indirectly, in response to the request for applications shall be the sole responsibility of and shall be borne by the respondents.

### **Statement of Applications Tabulations/Notification**

After the award is made, a list of respondents submitting applications will be shared electronically. The list will be furnished upon written request only and will not be provided by telephone. Each unsuccessful

vendor will be notified in writing promptly upon award. The notice shall identify the successful respondent.

#### **Form of Contract**

The acceptance of the proposed respondent's offer for the services specified herein will be made by issuance of a duly authorized Subrecipient Agreement prepared by the City. Vendors are cautioned to make no assumptions or accept any representations by a representative of the City concerning the award until a Subrecipient Agreement is negotiated and executed.

#### **Government Restrictions**

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered., it shall be the responsibility of the successful respondent to immediately notify the City in writing specifying the regulation which requires alteration. The City reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the agreement at no expense to the City.

#### **Non-Conformance to Conditions/Specifications/Scope of Services**

Services will be reviewed for compliance with specifications. Services not conforming to specifications may not be accepted at the respondent's expense. Services not provided in accordance with the Scope of Services may result in the respondent being found in default. In the event of default, all procurement costs may be charged against the respondent.

#### **Assignment or Transfer**

The successful respondent shall not assign or transfer any interest in the contract, in whole or part, without written approval of the City. Claims for sums of money due, or to become due from the City pursuant to the contract, may be assigned to a bank, trust company or other financial institution. The City is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting is attempted in the absence of the respondent obtaining the City's prior written consent.

#### **Availability of Records**

The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), the City, and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices, papers and the like, of the vendor, or in the possession of the respondent, which shall relate to, or concern the performance of the contract.

#### **Patents - Licenses and Royalties**

The successful respondent shall indemnify and save harmless the City of Detroit, the City and their employees from liability of any kind, including cost and expenses for or on account of any copyrighted, patented, or not patented invention, process or article manufactured or used in the performance of the contract, including its use by the City. If the vendor uses a design, device or material covered by letters, patent or copyright and understands that the applications prices shall include all royalties or costs arising from the use of such design, device or materials involved in the work. Further, all residual rights to Patents, Licenses and Royalties (e.g. software and license to sue same purchased) shall revert to the City at the end of the Agreement.

#### **Permits and Licenses**

The successful respondent shall obtain all permits and licenses that are required for performing its work. The respondent shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The respondent will hold

the City of Detroit and the City harmless for any violation of software licensing resulting from breaches by employees, owners and agents of the respondent.

#### **Taxes**

The successful respondent is responsible for all state and federal payroll and/or social security taxes. The respondent shall hold the City harmless in every respect against tax liability.

#### **Advertising**

In submitting a application response, the respondent and their consultants agree not to use the results as a part of any commercial advertising.

#### **Insurance**

Insurance - The selected respondent shall maintain at its expense during the term of the Contract the following insurance.

- i) Worker's Compensation Employer's Liability of \$500,000 per accident; \$500,000 each disease; and \$500,000 for each disease/each employee.
- ii) Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance including residual liability insurance under Michigan No Fault Insurance Law) in an amount not less than \$5,000,000 per occurrence and \$5,000,000 aggregate.
- iii) Professional Liability Insurance in the amount of \$1 million.
- iv) General Liability Insurance in the amount of \$5,000,000 per occurrence and \$5,000,000 aggregate.

The City shall be named as additional insured on all policies.

Waiver - The selected respondent shall not hold the City of Detroit and/or DHC liable for any personal injury incurred by their respective employees, agents or consultants, contractors or subcontractors while working on this Project. The respondent agrees to hold the City of Detroit and/or DHC harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of the City while acting within the scope of their employment.

Qualification - The insurance company covering the respondent must be licensed to do business in the State of Michigan and have a Best's Guide rating of "A+" or higher.

#### **Proof of Liability Insurance**

The successful respondent shall furnish to the City a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the contract with the City. The City must be listed as an additional insured.

#### **Standards of Conduct**

The successful respondent shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.

#### **Removal of Employees**

The City may request the successful respondent to immediately remove from assignment to the City and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:

- a. Neglect of Duty.
- b. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
- c. Theft, vandalism, immoral conduct or any other criminal action.
- d. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol or illegal substances while on assignment at the City.

### **Supervision**

The successful respondent shall provide adequate competent supervision at all times during the performance of the contract. To that effect, a qualified consultant and one or more alternates shall be designated in writing to the City prior to contract start. The respondent or his designated representative shall be readily available to meet with the City personnel. The successful respondent shall provide the telephone numbers where its representatives) can be reached.

### **Performance Evaluation Meeting**

The selected respondent shall be readily available to meet with representatives of the City weekly the first month of the contract and as often as necessary to resolve any and all performance problems identified at these meetings.

### **Grievances, Appeals, and Termination Procedures**

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

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this application, 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.

### **Federal, State and Local Reporting Compliance**

The respondent shall provide such financial and programmatic information as required by the City to comply with all Federal, State and local law reporting requirements.

### **Procurement and Non Discrimination Notice**

The City Office of Contracting and Procurement solicitation meets 24 CFR Part 85.36 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, gender identity or expression. Complaints may be filed with the [Civil Rights, Inclusion, and Opportunity](#) Department (Suite 1240 Coleman A Young Municipal Center Detroit, MI 48226, (313-224-4950, [crio@detroitmi.gov](mailto:crio@detroitmi.gov) .)

### **Project Personnel**

Except as formally approved by the City, the key application response shall be for the individuals who will actually complete the work, at the proposed levels of effort. Changes in staffing must be proposed in writing to the City and approved.

#### **Notices**

All written notices required to be given by either party under the terms of the contract resulting from the contract award shall be addressed to the respondent at their legal business residence as given in the contract. Written notices to the City shall be addressed as provided in the contract.

#### **Cancellation**

Irrespective of any default, hereunder the City may also at any time at its discretion cancel the contract in whole or in part. In the event of cancellation, the Respondent shall be entitled to receive equitable compensation for all work completed and accepted prior to such termination or cancellation as shall be indicated in the contract.

#### **Laws**

The contract shall be governed by the laws of the State of Michigan and applicable federal law.

#### **Contract Documents**

Written contract documents will be prepared by the City. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular NOFA.

#### **Travel**

All travel and miscellaneous expenses will be borne by the respondent.

#### **Holidays**

Each year The City observes the following Holidays. No service will be performed on these dates unless specifically approved by The City in writing.

- New Year's Day
- Good Friday
- Independence Day
- Veterans Day
- Day after Thanksgiving
- Christmas Day
- M.L. King's Birthday
- Memorial Day
- Labor Day
- Thanksgiving Day
- Christmas Eve
- New Year's Eve

#### **Freedom of Information Act Requests**

To ensure that a competitive process is maintained throughout the process of evaluating applications, any proposer who makes a request for a copy of the applications of other proposers before the City awards the contract shall be deemed ineligible for further consideration for award under this NOFA.

## APPENDIX A: ELIGIBLE PROGRAM PARTICIPANTS

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

Homeless Definitions (per <a href="#">Homeless Definition Final Rule</a> )			Eligible Component
Category 1	Literally Homeless	Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: i) Has a primary nighttime residence that is a public or private place not meant for human habitation; ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs); or iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.	Emergency Shelter  Rapid Re-Housing  Street Outreach and Navigation
Category 2	Imminent Risk or Homelessness	Individual or family who will immediately lose their primary nighttime residence, provided that: i) Residence will be lost within 14 days of the date of application for homeless assistance ii) No subsequent residence has been identified, and; iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	Emergency Shelter  Homelessness Prevention

<p><b>Category 3</b></p>	<p><b>Homeless Under Other Federal Statutes</b></p>	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>i) Are defined as homeless under the other listed federal statutes;</li> <li>ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</li> <li>iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>	<p>Emergency Shelter</p> <p>Homelessness Prevention</p>
<p><b>Category 4</b></p>	<p><b>Fleeing/ Attempting to Flee Domestic Violence</b></p>	<p>Any individual or family who:</p> <ul style="list-style-type: none"> <li>i) Is fleeing, or is attempting to flee, domestic violence</li> <li>ii) Has no other residence; and</li> <li>iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>	<p>Emergency Shelter,</p> <p>Rapid Re-Housing</p> <p>Homelessness Prevention</p>



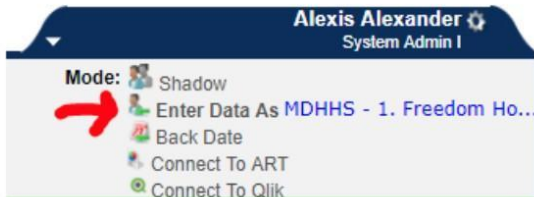
<b>“At Risk” Homeless Definitions (per <a href="#">Homeless Definition Final Rule</a>)</b>		<b>Eligible Component</b>
<b>Individuals and Families</b>	<p>An individual or family who:</p> <ul style="list-style-type: none"> <li>i) Has an annual income <u>below 50% of median family income</u> for the area; AND</li> <li>ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND</li> <li>iii) Meets one of the following conditions: <ul style="list-style-type: none"> <li>A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</li> <li>B) Is living in the home of another because of economic hardship; OR</li> <li>C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR</li> <li>D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR</li> <li>E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR</li> <li>F) Is exiting a publicly funded institution or system of care; OR</li> <li>G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan</li> </ul> </li> </ul>	Homelessness Prevention
<b>Unaccompanied Children and Youth</b>	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute	Homelessness Prevention
<b>Families with Children and Youth</b>	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him/her.	Homelessness Prevention

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

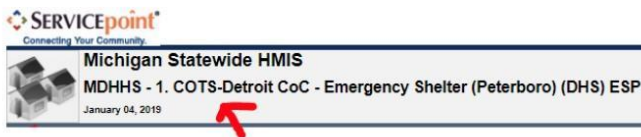
Agencies currently using HMIS to document clients served should refer to steps 1-4 on pages 1-2 and page and step 14 on page 11 of the job aid found [here](#).

## Running and Reviewing the CoC APR

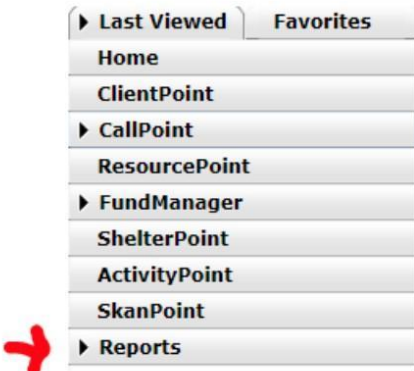
1. EDA as the project you are running the report for.



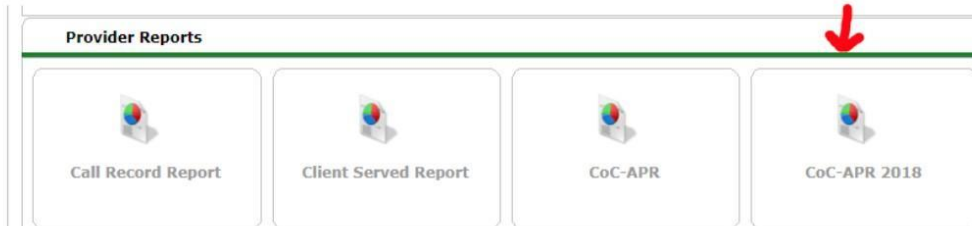
*Note: Some staff may automatically default to this project and can skip this step after checking the program listed in the upper right corner of their ServicePoint login home screen.*



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



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



4. Complete the prompts for the project you are running the report for. *Make sure the provider matches the page you may have EDA'd into in step 1 above.* Once prompts are completed, select "build report". For **program date range**, you will likely want to match this up with your project's grant term if another set of reporting parameters is not provided by the entity requesting your APR. Once prompts are completed, select **build report**.

### Report Options

Provider Type  Provider  Reporting Group

**Provider \*** Mariners Inn-45 Day Residency Program - Detroit CoC (184) Search My Provider Clear

This provider AND its subordinates  This provider ONLY

**Program Date Range \*** 02 // 01 // 2018 to 01 // 30 // 2019

**Entry/Exit Types \***  Basic  Basic Center Program Entry/Exit  HUD  PATH  Quick Call  RHY  Standard  Transitional Living Program Entry/Exit  VA  HPRP (Retired)

Build Report Download Clear

14. If you wish to save a PDF copy of your APR, this can be done by:
  - a. Right clicking inside of the report. Then selecting "print" → save as PDF → Save. *Note: You may wish to include the project in the file name.*

The screenshot shows a web browser interface. On the left, a context menu is open over a table, with the 'Print...' option selected. A red arrow points from the 'Print...' option to a 'Print' dialog box. The dialog box has a 'Save as PDF' option selected, with a red arrow pointing to the 'Save' button. Below the dialog box, a 'Print Destinations' list is visible, with 'Save as PDF' at the top. To the right, a 'Print' settings sidebar is open, showing 'Total: 15 pages', 'Destination: Save as PDF', 'Pages: All', and 'Layout: Portrait'. A red arrow points from the 'Save as PDF' option in the destination list to the 'Save as PDF' option in the print settings sidebar.

- b. OR by printing a copy directly from your internet browser and then scanning it to save as a PDF.

## APPENDIX C: PERFORMANCE BENCHMARKS

### METHODOLOGY

HAND generates calendar year CoC APRs for all:

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

Using the calendar year APRs, the City calculates Performance Baselines using the same method applicants are required to use in the grant application. To review the calculations used to establish the baselines, refer to Form 5. The annual baselines are then averaged and used to determine the Performance Benchmarks for the upcoming grant year. When award letters are issued, the performance benchmarks for that grant year will be shared. The baselines and benchmarks for the 2020-2021 grant year appear in the chart that follows.

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

## IMPLEMENTATION

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

### YEAR 1

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

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

### YEAR 2

The 2020-2021 NOFA reflected year 2 of the process. Agencies were required to:

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

Performance measures were weighted more heavily than in the previous year's NOFA. Failure to meet the benchmarks reduced the overall grant application score, but did not directly decrease funding.

### YEAR 3

In the 2021-2022 NOFA, agencies will again have to generate individual program outcomes for all performance measures. The City will evaluate agencies on their performance using 2020 calendar year data. The City recognizes that the COVID-19 pandemic may have negatively impacted agency performance. Therefore, the City is extending year 2 for an additional year. Failure to meet the benchmarks will reduce the overall grant application score, but will not directly decrease funding.

### YEAR 4

In the 2022-2023 NOFA, agencies will again have to generate individual program outcomes for all performance measures. The City will evaluate agencies on their performance using 2021 calendar year data. At this point, agencies should have implemented procedures and processes in order to meet and/or exceed the benchmarks. Any unmet benchmarks will significantly impact funding, which could include a funding decrease or not receiving a funding award.

## DEFINITIONS

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

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

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

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

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

# APPENDIX D: “Document Ready”

## Client Information Face Sheet and Audit List Permanent Supportive Housing

Audit Checklist: Please place a checkmark in the first column for documents that are included in this packet. For each item please check off.

Required (HoH):

Navigator	Admin	Documentation
		PSH Face Sheet
		Photo ID <input type="checkbox"/> State issued driver’s license or Identification Card or <input type="checkbox"/> Passport or <input type="checkbox"/> City of Detroit ID (not accepted by all programs) or <input type="checkbox"/> Service Point ID (not accepted by all programs)
		Social Security Cards (or copy of Social Security Administration receipt of application)
		Disability Verification (VOD) <input type="checkbox"/> Verification of Disability Form (signed by a person who is licensed to diagnose and treat the disability) or <input type="checkbox"/> Written verification of disability from the Social Security Administration or <input type="checkbox"/> Receipt of Disability Check from the Social Security Administration
		Verification of Homelessness (dated within 30 days of submission)
		Verification of Chronicity (if applicable) <input type="checkbox"/> 9 months verified <input type="checkbox"/> 4 or more months self-certified (not accepted by all programs)
For each child under the age of 18:		
		Birth Certificate(s)
If a minor child is not in HoH’s legal custody: proof must be provided that custody will be obtained with housing stability		
For each additional household member (age 18 and older):		
		Photo ID
		Social Security Cards (or copy of Social Security Administration receipt of application)
If Available:		
		Proof of income for all household members



		DTE documentation
		Supporting disability documentation <input type="checkbox"/> Psychiatric Evaluation and/or <input type="checkbox"/> HIV/AIDS status and/or <input type="checkbox"/> Medical records of physical disability and/or <input type="checkbox"/> Substance use disorder diagnosis
Uploaded or Entered into HMIS:		
		VI-SPDAT
		Full SPDAT
		Referral to CAM
		ROI (uploaded and electronically entered)
		Photo ID
		Birth Record(s)
		Verification of Homelessness
		Verification of Chronicity
		Verification of Disability
		Proof of Income

I: Included in packet O: Missing or Insufficient N/A: Not Applicable