



REQUEST FOR PROPOSALS

City of Detroit Planning & Development Department

Emergency Solutions Grant (ESG) Program

Private, nonprofit, tax-exempt organizations which have provided Street Outreach, Emergency Shelter (including Warming Center services), Rapid Re-housing and Homelessness Prevention services, under the U.S. Department of Housing & Urban Development (HUD) Emergency Shelter Grant, now known as “Emergency Solutions Grant” for at least two (2) years, are invited to submit proposals for funding from the Federal Emergency Solutions Grant (ESG) program administered by the City of Detroit.

The City anticipates a total amount of **\$2,670,892.00** in ESG funds from the FY 14-15 allocation, most of which the City will sub-grant to qualified nonprofit organizations. The allocation will be made as follows: The City will retain **\$200,316.90** of this amount for its administrative costs, **\$200,000.00** for Coordinated Assessment Model (CAM) system support to the lead agency, Southwest Solutions, and thus seeks to award a total of **\$2,270,575.10** through this RFP competition. Of the \$2,270,575.10 available for this competition, not more than **\$53,417.00** will be available for data collection under Homeless Management Information System (HMIS).

All organizations that receive funding, hereafter, referred to as “sub-recipients” under the City’s ESG program, are expected to read and be in compliance with the ESG Interim Rule. The ESG Interim Rule can be found at <https://www.onecpd.info/resource/1927/hearth-esg-program-and-consolidated-plan-conforming-amendments/>.

The City intends to use the **\$2,270,575.10** as follows:

ESG ELIGIBLE ACTIVITIES	TOTAL FUNDS AVAILABLE IN THIS RFP	ALLOCATION %
Street Outreach	\$ 150,000.00	6.61%
Emergency Shelter Services:	\$ 600,000.00	38.19%
• Essential Services & Shelter Operations		
• Warming Center Services	\$ 267,157.26	
Rapid Re-housing	\$ 853,417.84	37.59%
Homelessness Prevention	\$ 400,000.00	17.62%
Total	\$2,270,575.10	100.00%



FUNDING REQUIREMENTS:

FY 2014-15 ESG funding requires a **100% match** and matching sources may include cash contributions expended for allowable costs, as well as non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-funded activities. To be eligible, any matching funds or in-kind resources must be directed toward provision of ESG-eligible activities during the period of the FY 2014-15 award (**October 1, 2014 –December 31, 2015**). The requirements for matching ESG funds are described in **Section 576.201** of the ESG Interim Rule, and the requirements for documenting matching contributions are described in **section 576.500(o)**.

In addition, the organization must show proven capacity to deliver the proposed services efficiently. *A minimum of two (2) years’ experience administering the proposed services via either the City of Detroit’s or the State of Michigan’s ESG or HPRP programs is required.*

Further, applicant organizations must demonstrate that they have participated in the City’s HMIS system for at least one (1) full year, or show willingness to comply with the City’s HMIS requirement or comparable HUD approved tracking system prior to execution of a sub-recipient contract. Accuracy and timeliness of performance in relation to HMIS must be demonstrated through submission of a certification letter from Homeless Action Network of Detroit (HAND) (see Exhibit 1).

ELIGIBLE PROGRAM PARTICIPANTS:

Eligible program participants for ESG funded programs must meet HUD’s definitions of homelessness as published on December 5, 2011, in the ESG Final Rule and as described in the chart below. The final rule can be found at: <https://www.onecpd.info/resource/1928/health-defining-homeless-final-rule/>.

HOMELESS DEFINITION			APPLICABLE COMPONENT
Category 1	Literally Homeless	(1) 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 and 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	<ul style="list-style-type: none"> ✓ Emergency Shelter ✓ Rapid Re-housing
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that:	<ul style="list-style-type: none"> ✓ Emergency Shelter ✓ Homelessness Prevention



		<p>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</p> <p>(ii) No subsequent residence has been identified; and</p> <p>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</p>	
Category 3	Homeless Under other Federal Statutes	<p>(3) 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> <p>(i) Are defined as homeless under the other listed federal statutes;</p> <p>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</p> <p>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</p> <p>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</p>	<ul style="list-style-type: none"> ✓ Emergency Shelter ✓ Homelessness Prevention
Category 4	Fleeing/Attempting to Flee Domestic Violence	<p>(4) Any individual or family who:</p> <p>(i) Is fleeing, or is attempting to flee, domestic violence;</p> <p>(ii) Has no other residence; and</p> <p>(iii) Lacks the resources or support networks to obtain other permanent housing</p>	<ul style="list-style-type: none"> ✓ Emergency Shelter ✓ Rapid Re-housing ✓ Homelessness Prevention

“AT-RISK” HOMELESS DEFINITION (HOMELESSNESS PREVENTION ONLY)

Individuals and Families	<p>An individual or family who:</p> <p>(i) Has an annual income <u>below 30% of median family income</u> for the area; AND</p> <p>(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</p> <p>(iii) Meets one of the following conditions:</p> <p>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</p> <p>(B) Is living in the home of another because of economic hardship; OR</p> <p>(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</p> <p>(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</p> <p>(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</p> <p>(F) Is exiting a publicly funded institution or system of care; OR</p> <p>(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</p>
Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him/her.

****Please note that ESG Sub-recipients are required to document homelessness or at-risk status for each program participant.**



DETERMINATION OF INCOME ELIGIBILITY:

All applicants must note that income eligibility determination of 30% of the Area Median Income (AMI) limit as published by HUD does not apply to program participants who are being served under “Emergency Shelter” or “Street Outreach” components of ESG; however, for agencies providing “Homelessness Prevention” assistance, households must have an income below 30% AMI at initial evaluation and have no other housing options, financial resources or support networks. **At re-evaluation**, not less than once every three (3) months, the participant must have an annual income “Less Than or Equal To” 30% AMI. For agencies providing “Rapid Re-housing”, an income assessment is not required at the initial evaluation; but, at an annual re-evaluation, income must be Less Than or Equal To 30% AMI. In addition, all agencies must document that households continue to have income at or below 30% AMI to be eligible for continued assistance.

The definition of household income for the purpose of this program is based on HUD’s Section 8 income eligibility standards. A Section 8 income calculation based on this definition and further guidance can be found at <https://webapps1.hud.gov/hfc/calculator>.

Area median income varies by locality. Specific local AMI by household size is available at <http://www.huduser.org/DATASETS/il.html>.

Sub-recipients must document and date the determination of income eligibility for each household participating in Homelessness Prevention or Rapid Re-housing recertification. This documentation including all required source documentation must be included in the program participant record. Please note that in the case that a program participant has no household income, a program participant certified statement of no income is allowable. Please see **§576.500** of the ESG Interim Rule for further guidance

ELIGIBLE ESG COMPONENTS - §576.100

Funding through this RFP will be provided for eligible activities under the street outreach, emergency shelter, rapid re-housing, and homelessness prevention components. Applicants can request funding for more than one (1) program component (street outreach, emergency shelter, rapid re-housing, and homelessness prevention); however, **separate, complete proposals** must be submitted for each ESG component for which funding is sought. All financial assistance will be provided in accordance with the guidelines established in HUD’s regulations.

***Please note that eligible activities and costs outlined in this RFP are based on current ESG federal regulations and may be subject to change.*

I. STREET OUTREACH COMPONENT - §576.101

The Street Outreach Component is the new ESG eligible activity necessary to reach out to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, non-facility-based care. Eligible services



generally consist of engagement, case management, emergency health and mental health services, transportation and services for special populations. **The City intends to fund not more than two (2) agencies to provide this critical street outreach service.**

ENGAGEMENT

Activities to locate, identify, and build relationships with unsheltered homeless people for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. Eligible costs include: initial assessment, crisis counseling, addressing urgent physical needs, actively connecting and providing referral sources and cell phone costs for outreach workers.

CASE MANAGEMENT

Street outreach case managers may be responsible for assessing housing and service needs, and coordinating/monitoring the delivery of individualized services. Eligible costs include: coordinated assessment system, initial evaluation/verifying and documentation eligibility, helping to obtain government benefits, monitoring/evaluating participant progress, providing information and referral to other providers, developing and individualized housing/service plan.

EMERGENCY HEALTH SERVICES

Outpatient treatment or urgent medical conditions must be delivered by licensed medical professionals in community-based settings (e.g. streets, parks, and campgrounds) to those eligible participants unwilling or unable to access emergency shelter or an appropriate healthcare facility. Eligible costs include; assessing participants' health problems developing treatments plans, assisting participants to understand their health needs, providing or helping participants obtain appropriate emergency medical treatment, interventions, prescription of psychotropic medications, explain the use and management of medications, combinations of therapeutic approaches to address multiple problems and providing medication follow up services.

TRANSPORTATION

Travel by outreach workers, social workers, medical professionals or other service providers during the provision of eligible street outreach services. Eligible costs include: transporting unsheltered people to emergency shelters or other service facilities, cost of a participant's travel on public transit and mileage allowance for participant visits.

SPECIAL POPULATIONS

Eligible essential services that have been tailored to address the special needs of homeless youth, victims of domestic violence and related crime/threats, and/or people living with HIV/AIDS who are literally homeless: Eligible costs include: engagement, case management, emergency health services, emergency mental health services and transportation.



II. EMERGENCY SHELTER COMPONENT - §576.102

The Emergency Shelter Component provides short-term emergency housing for the homeless in general or for specific populations of individuals or families experiencing homelessness, as defined by all categories of the homeless definition rule. The Emergency Shelter component provides funding for eligible activities as essential services to persons in emergency shelters, renovating buildings to be used as emergency shelters, and operating emergency shelters. Staff costs related to carrying out emergency shelter activities is also eligible. **The City will not entertain any major renovation/rehab proposal under this RFP.** See §576.101 of the ESG Interim Rule for further specific descriptions.

ELIGIBLE PROGRAM COSTS FOR ESSENTIAL SERVICES & SHELTER OPERATIONS

Essential Services include: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills, mental health services, substance abuse treatment services, transportation and services for special populations.

Shelter Operations include: maintenance (including minor or routine repairs), rent, security, fuel, insurance, utilities, food, furnishings, equipment, supplies necessary for the operation of the emergency shelter, and hotel or motel vouchers for family or individual* (only eligible when no appropriate emergency shelter is available).

Sub-recipient mortgage-related expenses are not eligible for ESG funding.

The City's ultimate goal for its ESG program is that no one should remain homeless (living on the streets or in an emergency shelter) for more thirty (30) days. As such, emergency shelter programs should be structured so as to focus on minimizing the amount of time that program participants remain homeless (living on the streets or in an emergency shelter).

Emphasis should be placed on providing adequate assessments of participants' housing barriers and on moving participants to permanent housing solutions as soon as possible. The expectation is that emergency shelters are working closely with other community resources to minimize the length of shelter stay.

The City of Detroit also intends to fund the following specific programs under this category:

WARMING CENTERS

A *Warming Center* is a short-term emergency shelter that operates when temperatures or a combination of precipitation, wind chill, wind and temperature become dangerously inclement. Their purpose is the prevention of hypothermia and/or morbidity related to exposure to the elements. Warming centers are generally opened for a specific portion of the year when weather conditions are adverse. The City is committed to assuring availability of such safe, warm, short-term shelter during particularly cold or otherwise extreme weather conditions. The City seeks to



award not more than three (3) grants for eligible activities allowed under the Emergency Shelter component, including staff and operating expenses for warming centers across the City.

Warming Center sites may include existing shelter sites or alternative sites as needed and must meet HUD's minimum habitability shelter standards. See §576.403[B] for more details. Center sites must comply with all existing and applicable zoning, land use and fire code restrictions. The City expects eligible centers to reach out to the homeless populations it intends to serve, and to work closely with "2-1-1" and other community information and referral systems to assure broad awareness of their availability.

III. RAPID RE-HOUSING COMPONENT - §576.104

The Rapid Re-Housing Component is designed to provide immediate permanent housing to individuals and families experiencing homelessness, as defined by categories 1 and 4 of the homeless definition. It may include follow-up and/or short-term case management. Eligible costs include time-limited rental assistance, rent and utility deposits, and rent and utility arrears in the case where payment is necessary to secure permanent housing. Eligible costs also include staff and facility costs, and related financial assistance associated with the provision of rapid re-housing. **The City intends to award the minimum of \$250,000.00 to not more than three (3) agencies to provide this service.**

Eligible activities and services costs that the City will fund are described below:

TENANT BASED RENTAL ASSISTANCE

Funds will be used to provide short and medium-term rental assistance to assist persons with moving from a homeless situation into permanent, stable housing (rapid re-housing) as follows:

- Short-term rental assistance (up to 3 months)
- Medium-term rental assistance (3-15 months)
- Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears.
- Any combination of the above, as allowed by the Interim Rule for ESG

HOUSING RELOCATION AND STABILIZATION SERVICES:

Funds will be used to support staff who will work with people who are homeless, and provide them with the necessary assessment and services to assist them with locating, moving into, and maintaining permanent housing (rapid re-housing). These funds may also be used to provide direct financial assistance to assist people with moving into housing as articulated in the chart immediately below.



Eligible uses of ESG funds for Housing Relocation and Stabilization Services may include:

FINANCIAL ASSISTANCE	SERVICES	OTHER ELIGIBLE COSTS
<ul style="list-style-type: none"> Rental application fees 	<ul style="list-style-type: none"> Housing search and placement 	<ul style="list-style-type: none"> Staff and facility costs
<ul style="list-style-type: none"> Security Deposit 	<ul style="list-style-type: none"> Housing stability case management 	<ul style="list-style-type: none"> Related Financial Assistance associated with the provision of rapid re-housing
<ul style="list-style-type: none"> Moving costs 	<ul style="list-style-type: none"> Mediation 	<ul style="list-style-type: none"> Others, as applicable
<ul style="list-style-type: none"> Utility deposits 	<ul style="list-style-type: none"> Legal Services 	
<ul style="list-style-type: none"> Utility payments 	<ul style="list-style-type: none"> Credit repair 	
<ul style="list-style-type: none"> Last Month's Rent 		

IV. HOMELESSNESS PREVENTION COMPONENT - §576.103

The *Homelessness Prevention Component* provides eligible financial assistance and support services to qualified program participants who are considered homeless, as defined by categories 2, 3 and 4 of the homeless definition, or **at-risk** of becoming homeless and have an annual income below 30% of median family income for the area as determined by HUD.

Homelessness prevention assistance is only allowable to the extent that the assistance is necessary to help program participants regain stability in their current permanent housing or move into other permanent housing, and achieve stability in that housing. Eligible homelessness prevention support services activities or programs are designed to prevent the incidence of homelessness. City ESG funds may be used for the two (2) Homelessness Prevention activities described below:

TENANT-BASED RENTAL ASSISTANCE:

Funds will be used to provide short and medium-term rental assistance, to assist persons with maintaining their current housing or securing alternate housing without becoming homeless. Rental assistance that will be provided may include:

- Short-term rental assistance (up to 3 months)
- Medium-term rental assistance (3-15 months)
- Payment of rental arrears (one-time payment, up to 6 months)
- Any combination of the above, as allowed by the Interim Rule for ESG

HOUSING RELOCATION AND STABILIZATION:

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



assistance to assist people with moving into housing as enumerated in the chart immediately below.

Eligible uses of ESG funds for Housing Relocation and Stabilization Services may include:

FINANCIAL ASSISTANCE	SERVICES
• Rental application fees	• Housing search and placement
• Security Deposit	• Housing stability case management
• Moving costs	• Mediation
• Utility deposits	• Legal Services
• Utility payments	• Credit repair
• Last month's Rent	

For Rapid Rehousing and Homelessness Prevention, the following applies:

1. Assistance **must** be provided in accordance with the housing relocation and stabilization services requirements in **§576.105**, the short and medium-term rental assistance requirements in **§576.106**, and the written standards and procedures established under **§576.400**.
2. Program participants receiving rental assistance must have a legally binding written lease for the rental unit, unless the assistance is solely for rental arrears. Participants must have the lease in their names and will retain the unit in their name once they exit the program.
3. In addition, sub-recipients are required to have a rental assistance agreement with owners/landlords of units housing program participants. Sub-recipients may make rental assistance payments only to an owner with whom the recipient or sub-recipient has entered into a rental assistance agreement.

INELIGIBLE COSTS FOR ALL ESG COMPONENTS

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



Sub-recipients will be monitored to assure that reimbursed ESG expenses are in compliance with program guidelines.

All Applicants must clearly indicate on the cover sheet of the RFP which activity they are requesting funds for; applicants will need to provide a separate proposal for each program activity for which funding is sought for.

ELIGIBLE PROGRAM COMPONENTS	PURPOSE	ELIGIBLE COSTS
Street Outreach	Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other settings where unsheltered persons are staying	<ul style="list-style-type: none"> • Staff salaries related to carrying out street outreach i.e. case management, driver, outreach worker, etc. • Engagement: activities to locate, identify and build relationships with unsheltered homeless people • Emergency health services and mental health services • Transportation Services to special population
Emergency Shelter	Short-term emergency housing for individuals and families experiencing homelessness to provide triage, intake, assessment and referral and move program participants in a timely manner to transitional housing (where appropriate), permanent housing or permanent supportive housing.	<ul style="list-style-type: none"> • Essential Services • Shelter Operations • Warming Centers
Rapid Re-Housing	Financial assistance and services to individuals and households experiencing homelessness to provide immediate access to permanent housing.	<ul style="list-style-type: none"> • Housing relocation and stabilization services. • Short and/or medium-term rental assistance.
Homelessness Prevention	Financial assistance and services to help individuals and families at-risk of homelessness to maintain permanent housing.	<ul style="list-style-type: none"> • Housing relocation and stabilization services. • Short and/or medium-term rental assistance.

ADDITIONAL APPLICANT REQUIREMENTS:

All agencies applying for the above funding categories will be required to actively use the Coordinated Assessment Model (CAM) system and HMIS to report eligible ESG activities*, and must comply with additional requirements under the City’s sub-recipient contract agreements.



**For special population cases, the use of a comparable HUD approved tracking system will be encouraged; however, agencies must secure the approval of the use of such system from the City of Detroit prior to implementation.*

***Sub-recipients must also comply with all other federal requirements outlined in section §576.407 of the ESG Interim Rule*

Proposal Selection & Evaluation Criteria

All proposals received by the deadline **(September 15, 2014 by 4:00 p.m.)** that meets the minimum threshold requirements will be reviewed and ranked by a proposal review panel. All applications will go through a selection and ranking process. It is possible that not all selected proposals will actually be funded, depending upon the number of applicants and the City’s priorities. Selection for funding consideration: All selected proposals must meet all of the ESG basic eligibility requirements to be considered for funding. Proposals not meeting the eligibility requirement will be eliminated from consideration.

Name of Reviewer/Affiliate Organization: _____

Proposal#: _____ Date Reviewed: _____

Applicant Agency: _____ **Total Points Scored:** _____

Phase I: Threshold Requirements

Proposals not meeting the basic eligibility requirements listed below will be eliminated from consideration and will not move forward to the Phase II review. **At a minimum, all applicant organizations must document the following for threshold eligibility:**

[√ please check if included in proposal]

Threshold Criteria	Requisite Documents
1. ____ A private corporation organized under state and local law that has a current tax exemption ruling from the Internal Revenue Service with a voluntary board of directors and no part of its earnings inuring to its members, founders, or an individual.	1. 501(c)3 IRS Certification or a group exemption letter under Section 905 from the IRS that includes the corporation
2. ____ The organization conforms to the financial accountability standards of 24 CFR 84.21, “Standards for Financial Management Systems”.	2. One of the following: <input type="checkbox"/> A certification from a CPA (See Exhibit 1



<p>3. ____ Have at least two (2) years' experience serving eligible "homeless" and/or "at-risk" populations, under the ARRA-funded HPRP or the ESG program, as operated within the City of Detroit (funded either directly by the City of Detroit or as a sub-recipient under the Michigan State Housing Development Authority)</p> <p>4. ____ Meet the timing, form and content requirements of the City's RFP, and certify that it will comply with the requirements of the City's grant agreement with respect to Emergency Solutions Grants Program implementation (Certification in Exhibit 9)</p> <p>5. ____ Have actively used the City of Detroit's HMIS for at least one (1) year or if awarded funding, agree to comply with the City's HMIS requirement prior to contract execution or comparable HUD approved tracking system.</p> <p>6. ____ Have at least one (1) homeless or formerly homeless individual represented on its governing Board of Directors or if awarded funding agree to comply prior to contract execution</p> <p>7. ____ Meet eligible activities requirement</p> <p>8. ____ Applicant submitted a separate application for each activity for which funding is requested.</p> <p>9. ____ Three (3) Letters of Support</p>	<p>for a sample certification letter from a CPA and requirements), or</p> <p><input type="checkbox"/> A HUD approved audit summary report</p> <p>3. At least two of the following:</p> <p><input type="checkbox"/> A dated annual report for two or more prior years;</p> <p><input type="checkbox"/> Dated board meeting minutes from July 2012 through May 2014;</p> <p><input type="checkbox"/> Dated financial audits for the past two years; or</p> <p><input type="checkbox"/> Evidence of homeless service funding from the City of Detroit, MSHDA or HUD showing relevant homeless experience.</p> <p>4. Submission of completed RFP package by the September 15, 2014 deadline.</p> <p>5. Provide HMIS Participation Certification from the Detroit Area Continuum of Care (CoC) (See Exhibit 1) or an explanation of comparable HUD approved tracking system.</p> <p>6. Provide one of the following:</p> <p><input type="checkbox"/> Signed and dated board meeting minutes approving a homeless individual's appointment to the board; or</p> <p><input type="checkbox"/> Board certified letter verifying the appointment of a homeless individual.</p> <p>7. Clearly marked and identified activities being proposed in the RFP package submitted by the September 15, 2014 deadline.</p> <p>8. Separate application and budget submitted for each activity.</p> <p>9. Three (3) Letters of Support in Exhibit 1.</p>
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Phase II: Rating Proposals

There is a maximum of 100 points possible. These guidelines are broken up into the different sections and each section has an overall maximum number of points that the section is worth. There are sub-components within the section with its own maximum points possible (in **bold**, in parenthesis). Reviewers should score points anywhere along the scale, depending on how they view the response given in that section. Reviewers may also award half (½) points if they choose.

I. Relevant Experience and Management Capacity	Points Possible 15	Points Scored
<p>Organizations must demonstrate track record:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Organizations must demonstrate management capacity as evidenced by organizational chart, summary of program policies and procedures, board member listing, management qualification chart, and summary of organization’s experience. (8 pts) <input type="checkbox"/> Proven track record of past performance in City and/or MSHDA/ESG programs as evidenced through a narrative and any two of the following: most recent monitoring report, close out reports, annual reports to government agencies or other funders, recommendation letters or provision of annual reports to HUD or other comparable funding agencies (See Exhibit 5). (5 pts) <input type="checkbox"/> Timeliness of data entry response, demonstrate process to enter data within 48 hours of service provision. (2pts) 		
<p><u>Insert Notes on Section 1 Scoring Here:</u></p>		

II. Financial Capacity	Points Possible 20	Points Scored
<ul style="list-style-type: none"> <input type="checkbox"/> Does the applicant demonstrate access to “cash flow” (i.e. at least 60 days working capital, proof of line of credit with unused balance, bank statements, financials, loan commit- 		



II. Financial Capacity	Points Possible 20	Points Scored
<p>ment, documented in Exhibit 6. (10 pts)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Based on a review of their most recent financial statements and/or audit, does the organization demonstrate they are financially stable and have positive revenue over expenses to continue its operations? (5 pts) <input type="checkbox"/> Financial accountability as demonstrated by the availability of most recent financial statements and monthly or quarterly financial reporting to board of Directors. (5 pts) 		
<p><u>Insert Notes on Section 1 Scoring Here:</u></p>		

III. Applicant's Implementation Plan/Readiness to Proceed	Points Possible 15	Points Scored
<ul style="list-style-type: none"> <input type="checkbox"/> A comprehensive plan for implementation and completion of all work within the contract time period. (5 pts) <input type="checkbox"/> A client outreach plan. (3 pts) <input type="checkbox"/> Collaborations identified with other agencies as necessary to achieve program outcomes. (5pts) <input type="checkbox"/> Demonstrate a plan for continued or new operations/services. (2 pts) 		
<p><u>Insert Notes on Section 1 Scoring Here:</u></p>		

IV. Program outcomes and Cost Effectiveness	Points Possible 25	Points Scored
<ul style="list-style-type: none"> <input type="checkbox"/> Applicant must project outcomes to be achieved (i.e. number of households to be serviced, etc.). (5 pts) <input type="checkbox"/> Application must project the anticipated cost per household. (5 pts) 		



<ul style="list-style-type: none"> <input type="checkbox"/> Applicant must document client outcomes from prior experience. (10 pts) <input type="checkbox"/> Cost effectiveness is demonstrated by procurement policies and procedures to provide ESG services. See Section 4.D.1 for policy requirements. (5 pts) 		
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Insert Notes on Section 1 Scoring Here:

V. Matching Capacity	Points Possible 25	Points Scored
<ul style="list-style-type: none"> <input type="checkbox"/> A 100% match is required for all applicants. Match can be from cash and/or in-kind services valued at or above 100% of the same amount requested from the City for proposed activities. <ul style="list-style-type: none"> • All in-kind match must be calculated to show cash value and documented to demonstrate part of the 100% match <p>Up to 25pts will be awarded based on the cash match.</p> <ul style="list-style-type: none"> • 25% Cash Match & 75% In-kind Match (5 pts) • 50% Cash Match & 50% In-kind Match (10pts) • 75% Cash Match & 25% In-kind Match (18pts) • 100% Cash Match & 0% In-kind Match (25pts) <p><i>* Cash match will be calculated down to determine points, i.e. a 65% cash match will be given 10pts as though it was a 50% match.</i></p> <p><i>**Match must meet all requirements established under Section 576.201 of the Interim Rule published in the Federal Register on December 5, 2011.</i></p> <p><i>***HSP Funds cannot serve as a match to ESG funded activities.</i></p>		

Comments on Section V:



SUMMARY TABLE

Section	Total Points Possible	Points Scored
I. Relevant Experience and Management Capacity	15	
II. Financial Capacity	20	
III. Applicant's Implementation Plan	15	
IV. Program Outcomes and Cost Effectiveness	25	
V. Matching Capacity	25	
TOTAL	100	

Grant Awards

The City of Detroit will review all proposals/applications submitted and select the groups for funding. The City reserves the right to reject any and all proposals, to ask the applicant for more information where necessary, and/or require modifications in a proposal before grant award may be made. Incomplete or late proposals will be rejected without exception.

Termination & Grievance Procedure

The City of Detroit may terminate assistance provided by ESG-funded activities to participants who violate program requirements in accordance with the City's program policy as identified in the City's sub-recipient agreement. The termination will follow due process to protect sub-recipient's rights based on the City's Grievance Procedure and/or written policies, subject to City Council's approval.

Grant Terms

Specific grant terms will be determined upon selection of awards; anticipated sub-recipient agreements will be negotiated for a period not to extend beyond fifteen (15) months.



APPLICATION [INSTRUCTIONS & EXHIBITS]

GENERAL DIRECTIONS

The City of Detroit will not accept any incomplete proposals, nor contact any organization for missing information. All applications will be reviewed and scored “As Is”. Missing and/or incomplete information will negatively impact the overall proposal score and/or result in total disqualification of an application. All Applicants must ensure that the required certifications are signed, dated, and all Exhibits 1-11 are labeled and side-tabbed. Applications should reference the accompanying materials for details on funding, selection, ranking criteria, applicant eligibility, eligible/ineligible activities, ESG Program participant eligibility and other requirements as indicated below:

- I. BODY OF APPLICATION
- II. EXHIBITS

Exhibit 1	THRESHOLD CRITERIA
Exhibit 2	ORGANIZATIONAL CHART
Exhibit 3	BOARD OF DIRECTORS ROSTER
Exhibit 4	PROGRAM POLICIES & PROCEDURES
Exhibit 5	MONITORING REPORTS AND FUNDER RECOMMENDATION LETTERS
Exhibit 6	CASH AND MATCH DOCUMENTATION
Exhibit 7	FINANCIAL INFORMATION
Exhibit 8	ZONING, LICENSES AND INSPECTIONS
Exhibit 9	CERTIFICATIONS
Exhibit 10	2014-15 ESG APPEALS REQUEST FORM
Exhibit 11	ADDITIONAL DOCUMENTS (if applicable)

SUBMISSION REQUIREMENTS

Proposals/Applications must be received by Planning & Development Department in person or by mail no later than **4:00 p.m., Monday, September 15, 2014.**

Successful applicants will be notified of their selection for program participation by P&DD. For further information about the program or proposal, please call (313) 224-9224 or (313) 224-9974 or email esg2014@detroitmi.gov. All questions related to this RFP must be submitted by Monday, **September 1, 2014**. Any updates or answers to the questions will be posted on the City’s website at: [http://www.detroitmi.gov/DepartmentsandAgencies/PlanningDevelopmentDepartment/EmergencySolutionsGrant\(ESG\)Program.aspx](http://www.detroitmi.gov/DepartmentsandAgencies/PlanningDevelopmentDepartment/EmergencySolutionsGrant(ESG)Program.aspx)

**All applicants must submit one (1) signed original application, and one (1) electronic copy in PDF Format on a USB Drive. The PDF copy must be merged into one document with appropriate tabs. Applications must be organized in the order specified in the RFP, and submitted in a sealed envelope addressed to:

**Attention: Chidi B. Nyeche
Planning & Development Department
Neighborhood Support Services Division
65 Cadillac Square, Suite 1400, Detroit, MI 48226**

Notice of Non-Discrimination: The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, disability, sex, or sexual orientation. Complaints may be filed with the City of Detroit Human Rights Department, 1026 Coleman A. Young Municipal Center, Detroit, Michigan 48226



ESG APPLICATION

APPLICANT ORGANIZATION INFORMATION

Applicants proposing to carry out more than one (1) ESG activity must clearly indicate on the cover sheet of the RFP, which activity they are requesting funds for; **APPLICANT MUST ANSWER SECTIONS I THRU SECTION V SEPARATELY FOR EACH PROPOSED ACTIVITY.**

Applicant Legal Name: _____

Applicant Mailing Address: _____

DUNS Number: _____

Contact Person: _____

Telephone Number: _____

Email: _____

1. Is this organization a 501(c)(3)? Yes No Pending
2. Is this organization a unit of local government? Yes No
3. Is this organization a faith-based entity? Yes No

Program Type addressed in this application (*Check One*):

- Street Outreach
- Emergency Shelter (Essential Services/Shelter Operations)
- Specific Emergency Shelter Activity (Warming Centers)
- Rapid Re-housing
- Homelessness Prevention

Service Location (Full Address):

Please list all geographic areas in which this proposed ESG program will provide street outreach, emergency shelter, rapid re-housing or homelessness prevention for which funds are sought. If the address is confidential, make note in the table below. If the service is strictly street outreach, please use “non-facility based care as the address.

Program Name	Activity to be Provided	Address of Service Location



THRESHOLD CRITERIA

Proposals not meeting the basic eligibility requirements listed below will be eliminated from consideration and will not move forward to the Phase II review. All Applicant Organizations **MUST** at a minimum have documented:

Threshold Criteria	Requisite Documents
<p>1. ____ A private corporation organized under state and local law that has a current tax exemption ruling from the Internal Revenue Service with a voluntary board of directors and no part of its earnings inuring to its members, founders, or an individual.</p> <p>2. ____ The organization conforms to the financial accountability standards of 24 CFR 84.21, "Standards for Financial Management Systems.</p> <p>3. ____ Have at least two (2) years' experience serving eligible "homeless" and/or "at-risk" populations, under the ARRA-funded HPRP or the ESG program, as operated within the City of Detroit (funded either directly by the City of Detroit or as a sub-recipient under the Michigan State Housing Development Authority)</p> <p>4. ____ Meet the timing, form and content requirements of the City's RFP, and certify that it will comply with the requirements of the City's grant agreement with respect to Emergency Solutions Grants Program implementation (Certification in Exhibit 9)</p> <p>5. ____ Have actively used the City of Detroit's HMIS for at least one (1) year or if awarded funding, agree to comply with the City's HMIS requirement prior to contract execution or comparable HUD approved tracking system.</p> <p>6. ____ Have at least one (1) homeless or formerly homeless individual represented on its governing Board of Directors or if awarded funding agree to comply prior to contract execution</p> <p>7. ____ Meet eligible activities requirement</p>	<p>1. 501(c)3 IRS Certification or a group exemption letter under Section 905 from the IRS that includes the corporation</p> <p>2. One of the following: <input type="checkbox"/> A certification from a CPA (See Exhibit 1 for a sample certification letter from a CPA and requirements), or <input type="checkbox"/> A HUD approved audit summary report</p> <p>3. At least two of the following: <input type="checkbox"/> A dated annual report for two or more prior years; <input type="checkbox"/> Dated board meeting minutes from July 2012 through May 2014; <input type="checkbox"/> Dated financial audits for the past two years; or <input type="checkbox"/> Evidence of homeless service funding from the City of Detroit, MSHDA or HUD showing relevant homeless experience.</p> <p>4. Submission of completed RFP package by the September 15, 2014 deadline.</p> <p>5. Provide HMIS Participation Certification from the Detroit Area Continuum of Care (CoC) (See Exhibit 1) or an explanation of comparable HUD approved tracking system.</p> <p>6. Provide one of the following: <input type="checkbox"/> Signed and dated board meeting minutes approving a homeless individual's appointment to the board; or <input type="checkbox"/> Board certified letter verifying the board appointment of a homeless individual.</p> <p>7. Clearly marked and identified activities being</p>



<p>8. ____ Applicant submitted a separate application for each activity for which funding is requested.</p> <p>9. ____ Three (3) Letters of Support</p>	<p>proposed in the RFP package submitted by the September 15, 2014 deadline.</p> <p>8. Separate application and budget submitted for each activity.</p> <p>9. Three (3) Letters of Support in (Exhibit 1).</p>
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SECTION I – RELEVANT EXPERIENCE AND MANAGEMENT CAPACITY

A. Staffing/Management Capacity Information:

- Briefly describe your organization’s experience serving homeless persons or those at risk of homelessness including experience and number of years working on the activity funding for which is being applied. *(500 word maximum)*
- What population or subpopulation(s) of homeless households or those **at-risk** of homelessness do you currently serve? Briefly describe the range of services your organization currently provides. *(500 word maximum)*
- Principal Staffing Chart
Fill out the staffing chart below with information on the organization’s primary management staff and the staff that will carry out ESG funded activities.

Principal Staff Title	Staff Name	Years of Experience	Education or Training	Certifications

- Provide an Organizational Chart in Exhibit 2.
- Attach a Board of Directors Roster in Exhibit 3. Include names, board positions/titles, and affiliations of all board members.



6. Provide a summary or attach an outline in Exhibit 4 of the Organization’s Program Policies and Procedures for the eligible activity for which funding is being requested.

B. Track Record of Past Performance

1. Did your organization receive City of Detroit and/or State of Michigan HPRP funds to provide the services/assistance you are proposing to provide with City of Detroit ESG funding? Yes No If yes, summarize below (*Maximum 200 words*).

2. Describe the organization’s past performance in City or State programs and its capacity to meet federal and City/State audit requirements. If problems have been raised by City, State or Federal representatives within the past five (5) years, please describe the issue(s) and their resolution. (*Maximum 500 words*)

***Attach monitoring reports, closeout reports, and/or recommendation letters in Exhibit 5.*

C. Data Entry Requirements

1. Does your organization have established protocols for entry and maintenance of universal data elements for homeless clients into Detroit’s Continuum of Care HMIS System?
Yes No
2. Does the organization have a policy to enter data within 48 hours of service provision?
Yes No



The applicant organization can attach documentation of its “cash flow” capacity as Exhibit 6. Applicant Organizations documenting at least (90) days’ estimated cash flow capacity will receive the full point value for adequate cash flow under Financial Capacity.

B. Financial Statements and/or Audit

Attach a copy of the organization’s most recent year-end financial statements prepared by a CPA or audit in Exhibit 7. Budgets are not acceptable in this regard. If the financial statement is earlier than FY 2013, **explain below** why a more recent statement is not available. **Also provide an explanation if any audit findings were identified.**

C. Financial Accountability

1. Does the board have a finance committee? Yes No

If yes, how often does the committee meet? _____

2. How often are financial statements provided to the board? _____

3. Provide meeting minutes from the most recent board meeting approving year-end financial statements and/or audit in Exhibit 7.

4. Please check all that apply to the applicant:

- | | Yes | No | |
|----|-----|-----|--------------------------------------|
| a) | [] | [] | Current on 990 filing. |
| b) | [] | [] | No Unresolved IRS findings. |
| c) | [] | [] | No outstanding HUD or City findings. |

If the applicant answers No to any of these items, please provide an explanation below. Applicant must show evidence of resolving any pending issues to be eligible for ESG funding. (Attach any supporting documentation in Exhibit 7.)



SECTION III - IMPLEMENTATION PLAN/READINESS TO PROCEED

****Under Sub-section “A” below, applicant must complete one of the following ESG activities: Street Outreach, Emergency Shelter, Rapid-Rehousing or Homelessness Prevention.**

A. Overview of ESG Activities

STREET OUTREACH:

1. Describe activities to be conducted and targeted population. (500 word maximum):

2. Complete the Street Outreach Budget outlined below. (Fill in the proposed use of ESG funds for this activity as applicable.)

CATEGORY	AMOUNT REQUESTED	OTHER FUNDING MATCH & SOURCES
Staff		
Engagement		
Health Services		
Mental Services		
Transportation		
HMIS Cost (No more than 2% of total budget)		
Other Costs		
GRAND TOTAL		

3. If applicable, provide copies of the licenses to verify that services (e.g. substance abuse treatment, food services, child care psychological counseling, etc.) meet standards for the particular industry in Exhibit 8. If licenses are not required, explain what qualifications or training your staff has that performs the proposed services.



EMERGENCY SHELTER SERVICES:

1. Describe activities to be conducted and targeted population (500 word maximum):

2. Does your organization currently operate emergency shelter(s) (less than 90 days stay) for the homeless? Yes No

If yes, list the location(s), unless confidential, of shelter facility(s), indicate number of days stay is allowed (or average stay), the total number of beds provided at each facility, and what clientele you provide services to (i.e. men only, domestic violence victims only, women and children only, etc.) in the chart provided below.

LOCATION	LENGTH OF STAY	NUMBER OF BEDS/UNITS	CLIENTELE

3. If other counseling/supportive services are provided, please describe below (200 word maximum)? Yes No



4. Complete the Emergency Shelter Budget outlined below. *(Fill in the proposed use of ESG funds for this activity as applicable.)*

	ESG GRANT REQUEST	OTHER FUNDING (CASH MATCH)	TOTALS
Essential Services			
Case Management			
Child Care			
Educational Services			
Employment Assistance/Training			
Legal Services			
Life Skills Training			
Mental Health Services			
Outpatient Health Services			
Services for Special Populations			
Substance Abuse Treatment			
Transportation			
HMIS Cost (No more than 2% of total budget)			
Shelter Operations			
Equipment			
Food			
Fuel			
Furnishing			
Insurance			
Maintenance			
Rent			
Security			
Supplies			
Utilities			
Essential Services			
HMIS Cost (No more than 2% of total budget)			
TOTAL EMERGENCY SHELTER ACTIVITY REQUEST			



NOTE: Applicants are required to capture their program administration costs from the match portion of their budget submissions. No administrative cost billings will be honored by the City of Detroit under this NOFA

5. List the hours each day that this facility is and/or will be in operation. (*City staff will assume that there will be an observable program in place during these hours; if there is any change in these hours, you MUST inform the Planning & Development Department in writing*):

	ACTIVITY	CURRENT HOURS OF OPERATION	NUMBER OF HOURS
<i>SUNDAY</i>			
<i>MONDAY</i>			
<i>TUESDAY</i>			
<i>WEDNESDAY</i>			
<i>THURSDAY</i>			
<i>FRIDAY</i>			
<i>SATURDAY</i>			

TOTAL NUMBER OF HOURS: _____

6. Does this facility currently meet local building zoning, code, and accessibility requirements?
 Yes No

Provide documentation in Exhibit 8.

7. Does the facility have its latest Certificate of Occupancy or Certificate of Compliance?
 Yes No

Provide documentation in Exhibit 8.

8. Are there any outstanding fire code violation notices? Yes No

Provide documentation in Exhibit 8.

9. Provide copies of the licenses to verify that services (e.g. substance abuse treatment, food services, child care psychological counseling, etc.) meet standards for the particular industry. If licenses are not required, explain what qualifications or training your staff has that performs the proposed services.



10. Provide either 1) a copy of your City of Detroit Emergency Shelter License, 2) a copy of the first page of your application for Emergency Shelter License, stamped by the Consumer Affairs Department or 3) a copy of the receipt indicating payment of application fee for an Emergency Shelter License in Exhibit 8.

11. Does this project adhere to the federal rules governing Faith-based organizations operating shelter programs? Yes No

If no, please explain:

RAPID REHOUSING:

1. Describe activities to be conducted and targeted population (500 word maximum):

2. Explain how these services will effectively and efficiently prevent the recurrence of homelessness, increase re-housing and not duplicate other programs.

3. What is the average length of time it takes to secure housing for a client?



4. If average length is in excess of 30 days, what is your organization doing to reduce the length of time to secure housing for clients? *(200 word maximum)*

5. Does your organization already provide these services? Yes No

If yes, briefly explain how this proposal will expand or prevent a loss of services. *(200 word maximum)*

Complete the Rapid Re-housing Program Budget outlined below.
(Fill in the proposed use of your ESG funds for this activity as applicable.)

	ESG GRANT REQUEST	OTHER FUNDING	TOTALS
Housing Relocation & Stabilization Services			
Moving Costs			
Rent Application Fees			
Security Deposit			
Last month's rent			
Utility Deposit			
Utility Payments			
Housing Search & Placement			
Housing Stability Case Management			
Mediation			
Legal Services			
Credit repair			
Tenant-Based Rental Assistance			
Short (up to 3 months) and Medium (3 – 15 months) rental assistance			



HMIS Cost (No more than 2% of total budget)			
TOTAL RAPID RE-HOUSING REQUEST			

HOMELESSNESS PREVENTION:

1. Describe activities to be conducted and targeted population (500 word maximum):

Complete the Homelessness Prevention Program Budget outlined below.
 (Fill in the proposed use of ESG funds for this activity as applicable.)

	ESG GRANT REQUEST	OTHER FUNDING (CASH MATCH)	TOTALS
Housing Relocation & Stabilization Services			
Moving Costs			
Rent Application Fees			
Security Deposit			
Last month's rent			
Utility Deposit			
Utility Payments			
Housing Search & Placement			
Housing Stability Case Management			
Mediation			
Legal Services			
Credit repair			
Short (up to 3 months) and Medium (3 – 15 months) rental assistance			
HMIS Cost (No more than 2% of total budget)			
TOTAL PREVENTION REQUEST			

****All applicants must complete sub-sections B, C, D, and E in its entirety.**

B. Implementation Plan

1. Describe how City funding of this activity will help to improve, expand or maintain your organization's facility or services. How will this activity otherwise meet the needs of your homeless clientele? If this proposed funding will provide bed/unit availability for special



subgroups (mentally ill, domestic violence victims, youth, persons with AIDS, etc.) of the homeless population, describe the population and how this will meet their special needs. *(300 word maximum)*

2. Describe the organization’s strategic approach to implementing and completing all proposed work, including documentation of eligibility and appropriate uses of ESG funds, timely unit inspections, follow-up if applicable, and capacity needed to carry out the proposed activities and services. *(500 word maximum)*

3. Explain how these services will meet the needs of the homeless population(s) to be served. *(200 word maximum)*

4. Describe key partnerships or collaborations with other organizations that will be used to achieve timely implementation and completion of program services. *(200 word maximum)*



C. Client Outreach Plan

1. Describe the client intake process below or provide a copy of the process in Exhibit 11. (200 word maximum for description below)

2. Describe your client outreach plan below or provide a copy of the outreach plan in Exhibit 11. (300 word maximum for description below)

3. Does your shelter accept persons after 10:00 p.m.? Yes No

If no, explain whether exceptions are ever made to this policy or any referral protocols.



4. Does your shelter/facility admit disabled persons? Yes No

If no, provide an explanation.

D. Collaborations

1. Please describe how services will be coordinated with other programs within the agency and within the larger community (including mainstream services). (500 word maximum)

2. Do other outside organizations provide services for the individuals served at your facility(s)?
 Yes No

If yes, list the service provided and the name of the outside organization below:

Name of Providing Organization	List of Services	Times Services are Available

E. Project Timeline and Sustainability

1. How long is funding for proposed activities requested? _____ Months (up to 15 months)



- Briefly describe how the organization will secure resources to continue the services provided. (250 words maximum)

SECTION IV - PROGRAM OUTCOMES & COST EFFECTIVENESS

A. Projected Impact

- If all requested ESG funds are provided, approximately how many homeless households or those **at-risk** of being homeless will receive the proposed services over the 12-15 month award period?

PROPOSED ESG SERVICES	PROJECTED NUMBER OF INDIVIDUALS SERVED	PROJECTED NUMBER OF FAMILIES SERVED
<i>Street Outreach</i>		
<i>Emergency Shelter</i>		
<i>Rapid Re-Housing</i>		
<i>Homelessness Prevention</i>		

- Describe or list additional outcomes expected, if all requested ESG funds are provided. If projected outcomes differ from prior outcomes attained, explain.



B. Cost Per Household

1. If all requested ESG funds are provided, what is the anticipated cost per household and per individual served?

PROPOSED ESG SERVICES	PROJECTED COST PER INDIVIDUAL SERVED	PROJECTED COST PER HOUSEHOLD SERVED
<i>Street Outreach</i>	\$	\$
<i>Emergency Shelter</i>	\$	\$
<i>Rapid Re-Housing</i>	\$	\$
<i>Homelessness Prevention</i>	\$	\$

If providing emergency shelter services, answer questions 2-6:

2. Use the formula below and data from September 2013, to arrive at the average daily per person cost of your facility.

FORMULA:

**Total shelter expense for September 2013 \$ _____ divided by 30
= \$ _____ per day, divided by average number of persons
sheltered per day, equals average cost per day per person of \$ _____.**

3. Are meals included in the above cost per day? Yes No

If yes, how many meals? _____ 1 day; _____ 2 days; _____ 3 days; _____ 3 + Snacks

4. Please estimate the total average monthly cost for meal service for the Shelter \$ _____.

5. Are other counseling/supportive services costs included in the total monthly costs?
Yes No

If yes, list the supportive services included: _____



OTHER KEY PROGRAM DESCRIPTIONS

PROPOSAL RECOMMENDATION: GRIEVANCE & APPEALS PROCESS

The City will notify successful applicants expeditiously upon review of all proposals. Shown below is the appeals process you may use if you have questions regarding proposal recommendations. This process is used by P&DD only.

PROCEDURE FOR FILING AN APPEAL:

1. All appeals must stipulate an issue of fact (procedure) concerning:
 - Bias, discrimination or conflict of interest on the part of the evaluator.
 - Errors in computing the score.
 - Non-compliance with procedures described in the RFP.
 - Appeals may not be based on documents not provided. If document is missing from pdf copy and hard copies, then it is considered not submitted.
2. Appeals must state the grounds for the appeal with specific facts and complete statements of the action(s) being appealed.
3. Appeals must include a description of the relief or corrective action sought.
4. Appeals will be rejected, as without merit, if they address non-procedural issues such as:
 - A proposal reviewer's professional judgment on the quality of a proposal.
 - An agency's assessment of its own and /or other agencies needs or requirements.
5. Appeals must be in writing; Exhibit 10 known as "2014-15 Appeals Request Form," is recommended for this purpose. **Email or Fax copies are unacceptable.**
6. Appeals must be addressed to the P&DD Director and either mailed or hand delivered to:

Attention: Chidi B. Nyeche, Executive Manager
Planning & Development Department
65 Cadillac Square, Suite 1400
Detroit, MI 48226
7. All appeals must be signed by the appealing party or an authorized Agent and must include a return address and telephone number.



*****NOTE: Appeals that do not follow this procedure will not be considered. The Administration appeal procedure will be the only administrative remedy available to organizations that applied for ESG funds, but did not receive a funding recommendation from P&DD under this NOFA.***

APPEALS DISPOSITION:

Upon receipt of an appeal, a review will take place by P&DD staff. The review will be performed by the P&DD Director or an employee delegated by the Director, who was not involved in proposal recommendations. The reviewer will consider the record and all available facts and issue a decision within (5) business days of receiving the appeal. If additional time is required, the appealing party will be notified of the delay by the P&DD ESG RFP Coordinator via mail or telephone.

If the appeal is found to have merit (discovery of error), P&DD reviewers must re-evaluate the proposal in question in light of the error and determine an appropriate course of action. The organization will be notified by mail, by the P&DD ESG RFP Coordinator.

If the appeal is found to lack merit or is found to have only technical or harmless errors in the process, and reviewers determine P&DD to be in substantial compliance, the appeal reviewers may reject the appeal. If the appeal is rejected, the organization will be notified by mail of the reasons for the rejection by the P&DD ESG RFP Coordinator:

**Emergency Solutions Grant RFP Coordinator
Planning & Development Department
65 Cadillac Square, Suite 1400
Detroit, MI 48226**



EXHIBIT 1

THRESHOLD CRITERIA

After this page, insert the items listed below.

Label each item separately (e.g. EXHIBIT 1, ITEM 1; EXHIBIT 1, ITEM 2, and so on).

- ITEM 1 A copy of the letter from the Internal Revenue Service verifying tax-exempt 501 (c)(3) status under the Internal Revenue Code OR A GROUP EXEMPTION LETTER UNDER Section 905 from the IRS that includes the corporation.
- ITEM 2 CPA Letter certifying conformity to the financial accountability standards of 24 CFR 84.21 (see attached sample letter) or a HUD approved audit summary report.
- ITEM 3 Documentation of 2 Years' experience. Provide two of the following:
- Annual report (for 2 or more prior years), report **MUST** be dated;
 - Dated board meeting minutes from July 2012 through May 2014;
 - Dated financial audits for the past two years; or
 - Evidence of homeless services funding received from the City of Detroit, MSHDA or HUD, showing relevant homeless experience.
- ITEM 4 HMIS Participation Certification from the Detroit Area Continuum of Care (CoC) (See attached certification form)
- ITEM 5 Signed and dated board meeting minutes approving a homeless individual's appointment to the board; or a board certified letter verifying the appointment of a homeless individual to the board.
- ITEM 6 3 Letters of Support from dated after January 1, 2014, from stakeholders in the neighborhood or other community organizations in support of this application.



****SAMPLE LETTER FROM SUB-RECIPIENT'S CPA ON THEIR LETTERHEAD**

[Date]

Director
Planning & Development Department
Neighborhood Support Division
65 Cadillac Square, Suite 1400
Detroit, MI 48226

ATTENTION: Chidi B. Nyeche, Executive Manager

RE: CONFIRMITY WITH 24 CFR Part 84.21

Dear Mr. Nyeche:

I am a certified public accountant and have performed a review of the financial management systems for the following organization:

[Name of Organization]
[Location]

I certify that this organization has a functioning accounting system that meets the requirements of 24 CFR Part 84.21, Standards for Financial Management Systems, including the minimum compliance criteria listed on page 41 of this application.

[Signature of CPA]

[Printed Name and Title of CPA]

[Date signed by CPA]



MINIMUM CRITERIA FOR COMPLIANCE WITH 24 CFR 84.21

1. There is a financial management system in place to accurately account for the income, expenses and obligations of the organization. There are written procedures in place to determine the reasonableness and allowability of costs.
2. There is adequate supporting documentation to back up all accounting records.
3. There are procedures in place that provide effective control for all funds that are received and all disbursements that are made, including segregation of duties appropriate to safeguarding resources.
4. There is an effective system of internal review, and sufficient training of board and staff to ensure the clear understanding of management and governance roles required for financial management.
5. There are effective controls in place to provide accountability for all funds, property and other assets. Deposits are made into corporate accounts at a financial institution.
6. There are methods in place to provide comparisons of actual income and expenses with budget amounts on at least a quarterly basis.
7. There are written procedures in place to cover services or supplies and establish the fair market value of donated property.
8. There are written standards of conduct for all employees that include the prohibition of conflict of interest, solicitation or acceptance of gratuities, or anything of monetary value from contractors or potential contractors.
9. There are written procurement procedures in place to ensure that unnecessary goods or services are not purchased, to ensure open and free competition on all bids, to ensure the appropriate consideration of price, cost, and quality during the bid award process, an analysis of lease and purchase alternatives and the use of minority-owned and women-owned businesses to the fullest extent practical.
10. For contracts in excess of \$100,000, contractors are required to provide a Performance Bond for the contract price, unless a different standard is explicitly accepted by HUD.
11. There are procedures in place to evaluate performance of contractors and to ensure their adherence to terms and conditions of the contract.
12. There are written procedures in place that require the retention of records for a minimum of seven years that identify income and expense, supporting documentation for financial records, statistical records and bid selection processes. Records are accessible.



HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

HMIS is an electronic data collection system that facilitates the collection of information on persons who are homeless or **at-risk** of becoming homeless, which is managed and operated locally by Homeless Action Network of Detroit (HAND), which serves as the Continuum of Care (CoC) for Detroit area. ESG Sub-recipients are required to report program participant-level data, such as the number of persons served and their demographics information in a HMIS database, in accordance with HUD-published HMIS and data standards, and other community standards as may be adopted by the City and/or the CoC.

Applicants should note that Domestic Violence programs are exempt from this HMIS requirement; but must provide aggregate data for reporting purposes.

*****APPLICANTS MUST COMPLETE THE FOLLOWING HMIS QUESTIONS:***

1. Has the organization participated in HMIS operating in the City of Detroit for the past one (1) year? Yes No
2. Did the organization meet all relevant requirements, including prompt and accurate data entry for homeless services delivery in 2013? Yes No
3. Did the organization adequately address any data entry concerns raised by HAND during the past two (2) years? Yes No
4. Please attach a signed certification from HAND (seeing following page for certification format) documenting the organization's acceptable participation in and compliance with HMIS requirements.
5. Is the organization currently set up for HMIS service provision with HAND?
Yes No
6. If no, will your agency be willing to set up for HMIS services provision with HAND before any contractual agreement with the City of Detroit is signed? Yes No
7. If you are not a current HMIS agency, describe plans to become compliant prior to contract's execution with the City of Detroit.

8. Does the applicant agree to use HMIS or a comparable, approved data collection system?
Yes No



CoC AND HMIS PARTICIPATION CERTIFICATION
(To be completed by HAND)

ESG APPLICANT: _____

NAME OF COLLABORATIVE APPLICANT: Homeless Action Network of Detroit (HAND)

MY SIGNATURE BELOW ATTESTS THAT THIS ESG APPLICANT AGENCY:

1. Is applicant an active user of the City’s approved HMIS? Yes No

If no, please provide an explanation:

2. Does this proposed activity fill a gap in the City’s homeless service delivery system?
Yes No

Please provide an explanation:

SIGNATURE OF CoC EXECUTIVE DIRECTOR

DATE

PRINT NAME

TITLE

AGENCY



EXHIBIT 2

Organizational Chart

(After this page, insert the agency's Organizational Chart)



EXHIBIT 3

Board of Director's Roster

(After this page, insert the agency's Board of Director's Roster)



EXHIBIT 4

Program Policies and Procedures

(After this page, insert the agency's Program Policies and Procedures)



EXHIBIT 5

Monitoring Reports & Funder Recommendation Letters

(After this page, insert most recent monitoring report, close out reports, annual reports to government agencies or other funder, recommendation letters, or demonstration provision of annual reports to HUD or other comparable funding agencies)



EXHIBIT 6

MATCH REQUIREMENT & CASH ACCESS EXHIBIT

Section 1: Documentation of applicant organization’s access to 90 days cash to ensure ongoing program operations and expenditures:

All applicant organizations must provide a recent bank statement along with a letter signed by the agency’s elected treasurer, committing the agency’s own available cash to remain available up to the amount specified under FINANCIAL CAPACITY (page 22), which will allow all program operations and expenditures to proceed pending reimbursement by the City of Detroit.

As an alternative, the applicant’s organization can provide on letterhead from a lending institution dated January 1, 2014 or later, a Line of Credit or comparable instrument with an upper limit at or above the amount specified under FINANCIAL CAPACITY. Such award amount must be reflected in the applicant’s match budget form as indicated below. All applicant organizations proposing a different way to ensure cash on hand, may communicate with City of Detroit staff prior to the due date for this *Request for Proposals*.

Section 2: Documentation of Match:

Use the chart provided below or use your own similar document.

Applicant Organization:					
Date Submitted:					
Source of Match and Status:					
			<u>Secured Match:</u>	<u>Anticipated Match:</u>	<u>Intended use in proposed program:</u>
<u>CASH SOURCES:</u>					<u>Source and dates of award/ other:</u>
Private cash donations			\$	\$	
Foundation Grants: specify			\$	\$	
Foundation A					
Foundation B					
City, County, State or Federal Funds (Non-ESG, if Federal source; specif			\$	\$	
Other (specify):					
<u>NON-CASH SOURCES:</u>					
Value of donated equipment, materials, clothing, food			\$	\$	
Volunteers @ \$21 per hour (___ total hrs x \$21)			\$	\$	
Other (specify):					
TOTAL:			\$ -	\$ -	

***Matching amounts are not required to be dollar for dollar in each program category; however, the TOTAL match shown on the above Exhibit must equal or exceed the amount requested from the City of Detroit.*



EXHIBIT 7

Financial Documentation

(After this page, insert the items listed below)

Label each item separately (e.g. EXHIBIT 7, ITEM 1; EXHIBIT 7, ITEM 2, and so on).

- ITEM 1 The agency's most recent year-end financials prepared by a CPA and/or audit. Regular budgets are not acceptable.

- ITEM 2 The meeting minutes from the most recent board meeting approving year-end financial statements and/or audit.



EXHIBIT 8

ZONING, LICENSING & INSPECTIONS

(After this page, insert the items listed below)

Label each item separately (e.g. EXHIBIT 8, ITEM 1; EXHIBIT 8, ITEM 2, and so on).

- ITEM 1 Submit a Zoning Verification letter from the City of Detroit Buildings & Safety Engineering Environmental Department or other proof that all of your proposed facility and/or service sites have permissible zoning classifications. If the use is only for office space or if your organization performs all of the services at another group's location, this item is not required.
- ITEM 2 Shelters only: Submit the latest Certificate of Occupancy.
- ITEM 3 Shelters only: Submit the latest Certificate of Inspection from the City of Detroit Building & Safety Engineering Environmental Department, or a copy of the latest inspection report that includes all code violations that need to be addressed or that have been addressed.
- ITEM 4 Service only: Provide copies of the licenses to verify that services (e.g. substance abuse treatment, food services, child care psychological counseling, etc.) meet standards for the particular industry. If licenses are not required, explain what qualifications or training your staff has that performs the proposed services in the application.
- ITEM 5 Shelters Only: Either 1) a copy of your City of Detroit Emergency Shelter License, 2) a copy of the first page of your application for Emergency Shelter License, stamped by the Consumer Affairs Department or 3) a copy of the receipt indicating payment of application fee for an Emergency Shelter License.



EXHIBIT 9

EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM CERTIFICATION & ASSURANCES FORM

I hereby certify on behalf of _____, a tax exempt nonprofit organization, that should this proposal be awarded Emergency Solutions Grants (ESG) funds by the City of Detroit, said organization shall, in carrying out grant funded activities, comply with the terms and conditions of the grant agreement with the City of Detroit, which shall incorporate 24 CFR Part 576, including, but not limited to the following provisions:

1. If ESG funds are used for Homelessness Prevention: 1) the individual or family income is below 30% of median income for geographic area, and 2) the individual or family lacks sufficient resources to retain housing or attain it without this assistance.
2. Homeless individuals and families shall be given assistance in obtaining appropriate supportive services, including permanent housing, medical health treatment, mental health treatment, counseling, supervision, and other services needed to achieve independent living, and other Federal, State, local and private assistance available for such individuals.
3. The applicant organization will participate in coordinated assessment planning and implementation underway in the City of Detroit, and involving City officials, HAND and other nonprofit organizations.
4. The applicant organization will enter all required data into the City of Detroit's HMIS system, and will be accountable to ensure the timeliness, completeness and accuracy of data entry.
5. The applicant organization shall assure that they have taken all reasonable steps to minimize the displacement of persons, families or businesses, as a result of a project assisted under this part.
6. The applicant organization shall comply with all Federal, State and Local Laws regarding nondiscrimination and equal employment opportunity, and homeless persons' rights with respect to termination of services.
7. The applicant organization shall comply with Federal Administrative Requirements (24CFR Part 91 and 576), Federal Cost Principles (OMB Circular A-122), and Federal Audit Requirements (OMB Circular A-133).



EXHIBIT 9 (continued)

EMERGENCY SOLUTIONS GRANT PROGRAM CERTIFICATION & ASSURANCES FORM

8. The applicant organization shall comply with the requirements of the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856) as applicable, with the Drug Free Workplace Act and the requirement that it make a good faith effort to keep the work environment free from drugs or alcohol.
9. The applicant organization shall comply with all rules and regulations regarding lobbying, conflicts of interest and the prohibited use of debarred, suspended or ineligible contractors.
10. The applicant organization shall ensure that records are maintained as necessary to document compliance with the provisions of 24 CFR Part 576.2 and the organization's grant agreement with the City. Additionally, the applicant organization shall ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted with ESG.
11. The applicant organization has or will have, upon execution of the grant agreement, an action plan to assure that homeless or formerly homeless persons serve on the applicant's Board of Directors in an advisory or other capacity.

The undersigned attests that he/she is duly authorized by the Board of Directors of the above-named organization to submit this proposal and certifications to the City of Detroit.

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____



EXHIBIT 10

2014-15 ESG APPEALS REQUEST FORM

(Only those organizations not recommended for funding are eligible to make an appeal)

NAME OF ORGANIZATION: _____

What activity did you apply for? *(Check all that apply)*

- | | |
|---|---|
| <input type="checkbox"/> Rapid Re-housing | <input type="checkbox"/> Street Outreach |
| <input type="checkbox"/> Emergency Shelter | <input type="checkbox"/> Homelessness Prevention |

If you applied for more than one activity, which activity recommendation are you appealing?
(A separate appeals form will be needed for each activity)

What type of service does your organization provide?

Please explain your understanding of the reason your organization was not recommended for funding.

In the space provided below, state your reason for this appeal and/or why you should be recommended for funding.

Name: _____ Title: _____
(Please print) (Please print)

Signature: _____ Date: _____



EXHIBIT 11

Additional Documents (if applicable)

(After this page, insert the items listed below)

Label each item separately (e.g. EXHIBIT 11, ITEM 1; EXHIBIT 11, ITEM 2, and so on).

- ITEM 1 Established protocols for entry and maintenance of universal data elements (if not summarized in Section I.C.1)

- ITEM 2 Intake Plan (if not summarized in Section III.C.1)

- ITEM 3 Outreach Plan (if not summarized in Section III.C.2)

- ITEM 4 Procurement Policy (if not summarized in Section IV.D.1)