

CITY OF DETROIT
PLANNING & DEVELOPMENT DEPARTMENT
NEIGHBORHOOD SUPPORT SERVICES DIVISION
2009 REQUEST FOR QUALIFICATIONS (RFQ)

Dave Bing, Mayor

Marja M. Winters, Deputy Director

I. Purpose and Scope

A. Introduction

The City of Detroit Planning and Development Department is to receive \$15,234,937 of **Homelessness Prevention and Rapid Re-Housing Program (HPRP)** funds for homelessness prevention related activities. The intent of HPRP is to provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless, or who would be homeless *but for* this assistance. Assistance is to be provided to those already homeless, to those in emergency shelters, and to those on the verge of becoming homeless (including those ‘timing out’ of transitional programs). Income limits will apply in every instance. Specifically, funds will be targeted to families and individuals at or below 50% of Area Median Income (AMI). These funds are made available through the American Recovery and Reinvestment Act of 2009 (Recovery Act) and allocated by the U.S. Housing and Urban Development (HUD) Department using the Emergency Shelter Grant (ESG) program formulas. HPRP, however, has its own regulations and is not administered under ESG rules. Sub-grantees are required to obtain a DUNS number and to complete or renew registration in the Central Contractor Registration (CCR). Sub-grantee agencies must report client data using the Homeless Management Information System (HMIS). As with all Recovery Act funding, frequent reporting will be required; selected sub-grantees must provide data to HMIS and to the City on a quarterly basis.

B. Program Overview

The City is soliciting statements of qualifications from organizations and community agencies for multi-year projects to be funded under the HPRP. Requests received must address the City’s Ten Year Plan to End Homelessness’ goals relating to homelessness prevention and rapid-re-housing, and projects must qualify as an eligible activity under the Recovery Act guidelines. Agencies must have a plan to utilize 60% of the funds by August 31, 2011 and the remaining 40% by July 30, 2012. HUD is expected to approve the City’s application and process Grant Agreements by July 2, 2009 after which HUD expects to execute their Grant Agreements with the City of Detroit no later than September 1, 2009. Once the City-HUD agreement is in place, individual Funding Agreements with sub-grantee agencies can be executed by no later than September 30, 2009.

HUD released a Notice outlining requirements for HPRP Grantees and Sub-grantees on March 19, 2009. This Notice can be downloaded from the HUD website created to relay information regarding HUD

programs being funded via the Recovery Act. This website is <http://www.hud.gov/recovery/> where information is available under the heading PROGRAMS. Since this is a new, untested program, there are many questions, which have yet to be answered by HUD. Ideally, the City would postpone issuance of this RFQ until more details were known, however, cities must submit their applications to HUD no later than May 18, 2009. (Please note that the State of Michigan also received an allocation of HPRP funds that will be distributed directly by the State). As additional information becomes available, the City will provide updates via the website and other public notices.

C. Eligible Activities –Estimated Budget Summary

The four categories of eligible activities for the HPRP as defined by HUD are: financial assistance, housing relocation and stabilization services, data collection and evaluation, and administrative costs. The primary focus of these activities is housing stabilization—either financial assistance to help pay for housing or for services designed to keep people in housing or to obtain housing. The HPRP is not intended for long-term support. Assistance should be focused upon linking participants to ‘mainstream benefits’ and community resources; and helping participants develop plans to prevent future housing instability. Program participants must be re-certified every 90 days in order to continue to receive assistance. The City is seeking proposals that identify a clear and comprehensive process for determining the type, level, and duration of assistance for each program participant. The HPRP will offer the City of Detroit and its Continuum of Care the opportunity to create and incorporate new programs into its Ten Year Plan to End Homelessness that addresses homelessness through prevention and rapid re-housing.

Estimated Budget Summary: Listed below is the City’s preliminary budget for the HPRP Activities:

Financial Assistance	\$8,836,269
Housing Relocation & Stabilization	\$5,332,231
Data Collection & Evaluation	\$304,700
Administration	\$761,747

D. Ineligible Activities

- Assistance to individuals or households with income exceeding 50% of the area median income (as published by HUD)
- Activities funded with other (Recovery Act) resources, such as employment training or childcare
- Mortgage costs including fees, taxes and refinancing expenses
- Legal services related to mortgages
- Construction or rehabilitation of shelters or housing; operational costs for shelters or transitional housing
- Other costs such as credit card bills or other consumer debt, car repair or other transportation costs, travel, food, medical and dental care and medicines, clothing and grooming, home furnishings, pet care, entertainment activities, work or education related materials, and housing payments for properties owned by the City or owned by sub-grantee agencies and their affiliates
- Direct cash assistance to program participants
- Development of discharge planning programs in mainstream institutions (e.g., prisons, jails, hospitals)
- Certifications, licenses and general training classes for case managers and program administrators

E. Eligible Participants

Program participants must include homeless persons and persons at risk of becoming homeless, who meet the following three criteria:

- Any individual or family receiving rental assistance must have at least an initial consultation with a case manager to determine need
- Household must be at or below 50 percent of Area Median Income (AMI)
- Household must meet both of the following circumstances: (a) no appropriate subsequent housing options have been identified, and (b) the household lacks the financial resource and support networks needed to obtain immediate housing or remain in its existing housing
- Any individual or family receiving HPRP assistance must meet a six (6) month Detroit residency requirement

F. Eligibility Requirements

Minimum Qualifications:

- The applicant must be a housing authority or a non-profit organization. Not for profit applicants must have received (not pending) an IRS tax-exempt determination and be registered with the State of Michigan and have a current status with the Secretary of State;
- Operate its principle business in the City of Detroit;
- All applicants must exhibit the financial capacity to administer significant amounts of funds within a limited time frame;
- Any organization with a serious unresolved HUD monitoring findings/and or an outstanding audit finding of a material nature is not eligible for funding;
- All applicants must demonstrate at least five years of experience providing direct services to the target population for the activity for which grant funds are being requested;
- All applicants must be prepared to comply with the HMIS reporting requirements;
- Applicants may not use HPRP funds to supplant other funding for the activities being requested;
- All successful applicants must agree to participate in quarterly review processes to determine spending rates and consistency with HPRP goals;
- All participants must be prepared to sign a Memorandum of Understanding with other HPRP recipients to share information in an effort to properly coordinate activities and services in order to maximize the effectiveness and efficiency of the impact of HPRP funds in the community.

G. Targeting

Through the RFQ, applicants must demonstrate how they will determine who should receive HPRP assistance, how they will assure that the assistance funds are used most efficiently to serve as many households as possible. Eligible applicants must clearly and concisely demonstrate knowledge and understanding of the target population's housing and service needs and establish the organizational capacity of the applicant to manage the award.

Targeting criteria should be explained separately for each financial assistance activity:

- **Prevention-** As defined in FR-5307-N-01, HPRP funds can be allocated toward Homelessness Prevention activities or programs designed to prevent the incidence of homelessness. Any non-profit organization that serves the low-income/homeless population may apply for funds to serve individuals and families who are currently in housing but are at risk of becoming homeless or assistance to move to another unit.

Eligible Prevention Activities

- Short-term (0 to 3 months) for individuals or families that have received eviction notices
 - Security deposits to permit a homeless family or individual to move into their own apartment
 - Utility deposits to permit a homeless family or individual to move into their own apartment
 - Utility payments (up to six months) for individuals or families that have received termination notices
 - Case management for arrangement, coordination, monitoring, and delivery of approved homelessness prevention activities
 - Limited administrative expenses, not to exceed 5% of the amount provided to sub-grantee applicants
- **Rapid Re-Housing** - As defined in FR-5307-N-01, HPRP funds can be allocated toward Rapid Re-Housing activities. Any non-profit organization that operates emergency or transitional housing programs for the homeless may apply for funds to serve individuals and families who are experiencing homelessness (residing in emergency or transitional shelters or on the street) and need temporary assistance in order to obtain housing and retain it.

Eligible Rapid Re-Housing Activities :

- Medium term rental assistance (4 to 18 months) for individuals or families who meet the eligibility requirement and re-certify eligibility at least once every three (3) months;
- Security and utility deposits for individuals or families who meet the eligibility requirement;
- Case management for arrangement, coordination, monitoring, and delivery of rapid re-housing activities.

Eligible Assistance per Household:

Rapid Re-Housing assistance must be based on the following:

- Medium term rental assistance: A participant's monthly rent plus utility allowance must not exceed current Fair Market Rents (FMR) for each unit
- Security deposits must not exceed one month rent

Eligible Participants must meet the following (at a minimum):

- Meet Required Eligibility Standards
- Currently sleeping in an emergency shelter
- Currently sleeping in a place not meant for human habitation such as cars, parks, abandoned buildings, streets/sidewalks
- Currently staying in a hospital or other institution for up to 180 days but was previously sleeping in an emergency shelter or other place not meant for human habitation immediately prior to entry into the hospital or institution
- Graduating from, or timing out of a transitional housing program
- Victims of domestic violence

II. Application Components

All applications must include the following, except as otherwise noted.

If two or more organizations apply together on a project, one of the agencies should be identified as the lead agency in the proposal. If more than one agency is part of a collaborative approach, each agency that is applying should describe the collaborative planning and implementation plan for carrying out the proposed activities.

A. Required Components

- 1) **Project Abstract** (one page for single applicant, two pages for multiple-partner submissions)
 - a) Name and brief description of lead applicant and all partners
 - b) Brief description of targeting strategy, prevention, diversion or rapid re-housing
 - c) Total dollar amount requested and breakout between the partners activity
 - d) Projected number of households to be served over the three year period
- 2) **Target Population**-describe the population you intend to serve, including the geographic area if your plan includes outreach and engagement. Describe how “risk for homelessness”, consistent with HUD’s guidelines, will be determined.
- 3) **Identified Services**-describe activities that the organization will provide. Include numbers served per activity.
- 4) **Objectives:** Describe measurable objectives you propose to achieve per category. Each applicant should further define scopes of services to be delivered by activity. Each activity should include number of service units to be provided, number and type of clients to be served, and the length of time each activity will be provided.
- 5) **Program Approach and Coordination Strategy**
- 6) **Monitoring and Evaluation**
- 7) **Existing Capacity** –Current service numbers, demographics, characteristics of the persons served and geographic distribution of clients. Describe the agencies pre-existing linkages with the target population for the HPRP funds.
- 8) **Fiscal Capacity**- For agencies proposing to provide financial assistance, provide documentation of previous experience as described below:
 - a) Dollars awarded for financial assistance over the past three years
 - b) Types of financial assistance and sources of funding for the past three years
 - c) Target population for assistance-by-assistance type
 - d) Average number of checks issued per month in the past 12 months
- 9) **Program Work Plan** (five–seven pages maximum)- Prepare a step-by-step, monthly work plan, based on a 30 month time frame, that will serve as a management tool for monitoring the progress of program activities and service delivery, and a method for amending the work plan over time.

The work plan must include measurable, time specific program objectives and the series of activities that are necessary to achieve each objective, responsible party for implementation

milestones that will determine if activities are on course, target dates for completion, and expected outcomes

- 10) **Financial Information** - Performance based budget, budget justification based on level of service and clients to be served particularly for partial staff positions, provide source of funding for those positions. Copy of agency budget for current fiscal year. Provide an audited financial statement for the last fiscal year.
- 11) **Supporting Documents**- Not for profit organizations must submit verification of federal tax-exempt status. Letters of intent to collaborate and/or existing linkage agreement with service providers of other agencies must also be included. Support letters from the Continuum of Care are also strongly encouraged..

B. Program Standards

Program must include policies and procedures that address the following:

- 1) Confidentiality; 2) Termination; 3) Adherence to Housing Quality Standards (HQS) for inspections of dwellings; 4) dissemination of Lead Based Paint Information; 5) Assurance that appropriate required paperwork including a “Rent Reasonableness” “Efforts to Obtain Housing” and other verification form(s) will be completed in order to receive applicable assistance.

C. Reporting Requirements

Organizations receiving funding must participate in the HUD determined HMIS reporting requirements that are developed specifically for the HPRP funds. Agencies selected must have the hardware capacity to accommodate a web based reporting software and be able to provide staff to meet the program reporting requirements and deadlines. Selected contractors will be required to submit quarterly reports and an annual performance report. Systems and internal controls must be in place that allow for separate tracking and reporting on Recovery Act funds. HUD has created the format for the submittal of quarterly and annual reports. The reports must be in a format developed by the City of Detroit and intended to provide an appropriate level of information to assure quality service delivery.

III. General Instructions for Submission

All applications must be submitted in the following format:

Organizations submitting statements of qualification for funding must complete the following application (also available on our website at www.detroitmi.gov and include applicable documentation.) **Incomplete applications will not be considered for funding.**

1. Pages must be numbered and printed on one side only. This includes the sequential numbering of all attachments that follow the work plan.
2. A cover page must be the first page of the application and an application checklist must be the second page of every application (both attached herewith as Attachment 1 & Attachment 2)
3. The completed Excel budget form must be submitted with the proposal
4. Applications must be typed, single-spaced on 8 ½” x 11” plain white paper. Text in all narratives must be Times New Roman 12 point font or Arial 12 point font. **Please do not use staples or paper clips. File-clips are preferable.**
5. Begin each section of the narrative on a new page. Limit your responses not to exceed 500 words per section.
6. Deadline extensions will not be granted.
7. No faxes will be accepted

8. All applications must be submitted in the legal name of the organization. An authorized representative of the organization who has the legal authority to enter into an agreement with the City of Detroit must sign the application.
9. Applications must be submitted in paper form. The submission must include an original and five copies and all necessary supporting documentation.
10. Statements must be received by: **Monday, July 6, 2009.**

City of Detroit, Planning & Development Department
 Neighborhood Support Services Division, Suite 1400
 Attn: HPRP
 65 Cadillac Square, Detroit, MI 48226
 hprp@detroitmi.gov

Applications that are incomplete or have inadequate number of copies or lack required attachments, or applications submitted after the published deadline will not be considered for funding. Please do not submit materials not requested. Changes and/or additions to the proposal after July 6, 2009 will only be considered at City’s discretion.

A technical assistance workshop for potential applicants will be held at a later date that will be announced publicly. .

Important Dates

Activities	Deadline
Start of Comment Period	April 29, 2009
FY 08/09 Substantial Amendment	May 12, 2009
Submission to HUD	May, 12 2009
RFQ Issued	June 5, 2009
HUD Review/Approval	July 2, 2009
RFQ Submission Deadline	July 6, 2009
Review of Proposals	July 7, 2009
Pre-Submittal Workshop	Date to determined

Evaluation Criteria

1. Proposed project is eligible for funding based on activities allowed under the HPRP and addresses the goals of the City’s Ten Year Plan to End Homelessness.
2. Proposed project will be evaluated based on how effective the proposed activity will be in providing homeless prevention services. Also considered will be the City’s determination of how well the activity meets the intent of the program as set for in the HUD Notice.
3. Given that these funds will be available only for three years, significant emphasis will be placed on how the program may become self-sufficient and sustain services beyond the three-year award.
4. Consistency with federal, state and local policies.
5. Preference will be given to proposals showing the ability to implement HPRP funds efficiently and in a timely manner. While multi-year sub-grantee funding agreements are planned, agreements will allow the City to discontinue funding, and reallocate funds to other activities, if funds are not being used as scheduled.

1. **Capacity:** Evidence of successful agency performance in implementing similar projects by indicating the number of individuals served, types of service provided and past outcomes. **20 points**
2. **Need:** The level of demonstrated need for agency services. Agency must indicate the number and, if applicable, the sub-population of homeless persons to be assisted by the program. (e.g. Homeless Veterans, Victims of Domestic Violence). **20 points**
3. **Collaboration:** Agency must show collaboration with local organizations and the Continuum of Care. There must be a plan to illustrate how case managers will link program participants with additional resources which are not covered in the HPRP plan. **10 points**
4. **Priorities:** Conformance with the priorities set forth in Detroit's Ten Year Plan to End Homelessness, local Continuum of Care priorities and the purposes of the City of Detroit's HPRP Program. **20 points**
5. **HMIS:** Agency must have an established protocol for entry and maintenance of universal data elements for homeless clients into Detroit's Continuum of Care HMIS system by August 15, 2009. In case of domestic violence shelters, agency must demonstrate that HMIS required data is collected, aggregated, and reported on a regular basis. **20 points**
6. **Discharge Planning:** Agency must submit a copy of either: an established discharge policy and procedures to assure clients are not released or exited into homelessness or into another McKinney-Vento funded program, and/or established procedures to link clients to housing and other resources necessary to address barriers to self-sufficiency. **10 points**

Contract Award Process

The City of Detroit intends to expend these funds through contracts with selected agencies that provide eligible homelessness prevention and rapid re-housing services to homeless individuals and families living in Detroit.

1. The City's Planning & Development Department (P& DD) staff will review all applications based on the evaluation criteria discussed above.
2. Projects recommended for funding will be presented to the **Director/Deputy Director** of Planning & Development for final approval. The Detroit City Council must approve all contracts.
3. Each grant awarded is subject to the execution of a final agreement between the City and the applicant and must be executed by September 30, 2009. No expenditure of funds can be incurred until an agreement has been fully executed.
4. Upon execution of sub-grantee agreements, a summary of funded programs will be posted on the City website.

Selected contractors for **homelessness prevention and rapid re-housing activities** will provide financial assistance and/or housing relocation and stabilization services to individuals and families at immediate risk of becoming homeless. The City of Detroit reserves the right to fund specific activities or portions of proposals. All prevention activities must serve individuals and families residing in Detroit, or in the case of homeless clients, last permanent address within the City of Detroit. Selected contractors must have the administrative capacity to provide the services described in their proposals and to meet all contractual obligations as set forth in this RFQ.

Questions or requests for further information should be directed to Tracee Patterson or Carolyn Candie via email, mail or fax.

Proposal Due Date: Monday, July 6, 2009 by 4:00 P.M.

Constance Bell, Executive Manager
cbell@detroitmi.gov

Carolyn Candie, Homeless Coordination Manager
candiec@detroitmi.gov

Tracee Patterson, Manager
tpatterson@detroitmi.gov

City of Detroit
Planning & Development Department
Neighborhood Support Services
65 Cadillac Square, Suite 1400
Phone: (313) 224-9974

Late proposals will NOT be accepted

Attachment 1

Application Checklist

Application Checklist	
Name of Organization Submitting:	
Program Name:	

Please submit your qualification packet including all of the following information in the order outlined below. You must submit these documents **even if you have previously provided them in prior years.** Proposals that do not contain all of the following information will not be considered.

- Application Cover Sheet
- Application Checklist
- IRS 501c (3) Letter Project Abstract
- Articles of Incorporation/Bylaws (submit only one set) Program Work Plan
- Organizational Chart Financial Information
- List of Current Board Members (with **titles** and **current** terms) Supporting Documentation
- Resumes and job descriptions of staff funded under HPRP
- Evidence of insurance/Liability/Worker's Compensation
- Annual Financial Statements and Audit (Submit only one set)
- Signed Authorization to Request Funds (usually Executive Director or Board of Directors)
- Conflict of Interest Policy
- Evidence of Project Support (written letters of support)
- Commitment of Approval Letter of Funding from Other Sources
- Other Attachments requested in Request for Qualifications

Organization Information and Contact Person:

1. Sponsoring Organization's Legal Name: _____
 2. Project Name: _____
 3. Project Address: (must include Zip Code) _____

 4. Federal ID# _____
 5. DUNS # _____ CCR Registration# _____
- II.
1. Project Coordinator for HPRP Program:

 2. Mailing Address: (must include Zip Code) _____

 3. Project Coordinator Phone Number: _____
 4. FAX Number: _____
 5. E-Mail Address: _____
 6. Person Authorized to Sign Reimbursement Documents: _____
 7. Person Authorized to receive official notices (to be listed as Corporate Authority):

 8. The Administrative office of the organization is _____ OWNED
_____ LEASED
 9. Are any contractual employees working on this program? _____ YES
_____ NO

Program Narrative

1. A detailed narrative describing your specific homelessness prevention and/or rapid re-housing program and population that will be served directly through the use of HPRP Funds. Please include details of activities/services provided, plan for outreach, plan for participants to access mainstream services, amounts of assistance per households, and participant's eligibility requirements. Provide a projection of the number of individuals to be assisted either directly or indirectly as well as a brief demographic description of the clients and/or specific sub-populations to be served by the proposed funding.
2. Describe how this project addresses the City's Ten Year Plan to End Homelessness.
3. How will the proposed activity encourage new partnerships or use existing partnerships to complete the activity?
4. Indicate the number of unduplicated individuals and families to be served per program year.

Organizational Experience and Capacity

1. Please outline your organization's purpose.
2. List the locations of facilities, and days and hours of operation, within the City of Detroit.
3. The area(s) served by the organization and how long has the organization been serving the area(s).
4. Outline executive staff's experience and qualifications for managing the proposed program. Include staff members who will be directly responsible for managing the activity proposed for funding. Please provide copies of operation job descriptions of the executive staff and members.
5. Describe internal administrative controls to be used, including financial record-keeping procedures and management controls. Include copy of financial policies.

5. How will you fulfill responsibilities regarding non-discrimination, equal employment opportunities, and other relevant local, State and Federal requirements?

Continuum of Care and other Collaborations

Provide a description of all affiliations with sponsoring organizations or agencies including but not limited to affiliations with religious organizations.

HMIS

HPRP Sub-grantees are required to collect and enter unduplicated client data in the Homeless Management Information System (HMIS). Is your agency currently entering data into HMIS?

If no, provide date by which your agency will begin entering data _____.

Date your HMIS orientation session is scheduled: _____.

Outcome Measurements and Performance Accomplishments

Describe how your agency evaluates the effectiveness of the activity to be funded (please include a copy of any recent evaluations of agency programs.

Project Budget

Provide a time line for the implementation of the your program activities as well as the expenditure of funds. Complete requested data for activities for which your program will request funds:

Eligible Activity	Funds Requested	Proposed Number Served	Year 1	Year 2	Year 3
Short-term or medium-term financial assistance	\$				
Housing Search Services	\$				
Case Management	\$				
Legal and mediation services	\$				
Credit Repair	\$				
Other	\$				
Discharge Planning					

Please provide a narrative that describes the policy and procedure for ensuring that clients in your programs are not discharged into homelessness.

Contractual Obligations

Selected applicants must be prepared to meet the following conditions and enter into a final contract containing the following provisions:

- Selected applicants shall certify that their insurance coverage, including liability, auto and worker's compensation is in accordance with Michigan law and that such coverage will remain in effect throughout the period of the proposed contractual agreement.
- Selected contractors shall agree to maintain financial records in accordance with Generally Accepted Accounting Principles, to substantiate all expenditures made in connection with this proposal and/or any subsequent contract.
- Selected Contractors shall certify that they will comply with all federal and state laws applicable to employment and that services will be rendered without objectionable discrimination.
- Selected contractors shall agree to comply with all applicable federal, state and local statues, regulations and procedures with respect to project development, administrative reporting, including but not limited to 24 CFR Part 576.