



Grand Rapids/Wyoming/Kent County CoC – MI 506  
Request for Qualifications for Homelessness Prevention  
Case Management

**INTRODUCTION:** MSHDA will provide the Grand Rapids/Wyoming/Kent County Continuum of Care (CoC) an additional \$50,000 in ESG funding to be used for homelessness prevention case management. These funds may not be used for financial assistance or rapid re-housing. **The start date for the grant will be April 1<sup>st</sup>, 2020 and will end September 30<sup>th</sup>, 2020.** The funding is not ongoing and will only be for the grant period referenced above.

Heart of West Michigan United Way will act as the fiduciary for the funds and the selected agency/agencies will be subcontracted for prevention case management.

**ELIGIBLE APPLICANTS:** Eligible applicants are current CoC members who are a public or private non-profit agency with at least one year of experience in providing services and/or shelter specifically targeted to homeless persons. Local public housing agencies are not eligible. No grant to an ESG sub-grantee shall be less than \$10,000.

**LOCAL FUNDING PROCESS:** The Funding Review Committee of the CoC is responsible for reviewing responses to this Request for Qualifications and identifying eligible service providers. ESG recommendations will be reviewed and approved by the CoC's Steering Council.

**EXPECTATIONS: Agency Expectations**

**Sub-grantees will be responsible for:**

- Working with the HARA and Planning/CoC Body to re-align program dollars, where possible, to fill gaps to end homelessness;
- Embracing strength-based case management;
- Providing allowable services as defined within [MSHDA's NOFA](#) as they relate to homelessness prevention services and as specified in their contract with the Grant Fiduciary;
- Entering client information as well as SPDAT on HMIS (Domestic Violence Agencies use alternative system);
- Routinely review and correct HMIS data quality issues and monitor outcome performance;
- Maintaining financial and client level records to support billings. Retain records for five years;
- Requesting payment and provide necessary supportive documentation to the grant fiduciary;
- Submission of quarterly CAPER Reports that address specific performance outcomes supported by HMIS data to the Grant Fiduciary as outlined in the grant contract;
- Ensuring compliance with grant terms and provide the grant fiduciary and MSHDA access to financial and programmatic records.

### **The Grant Fiduciary will be responsible for:**

- Execution of grant documents for the community's allocation, including:
  - Memorandum of Understanding (MOU) with the Planning/CoC Body and with all Key Partners,
  - Sign contract and applicable documents required by MSHDA,
  - Initiate and execute sub-grants as needed.
- Assuring use of funds in accordance with the grant agreement, communicate knowledge of fraudulent activities to MSHDA and the Planning Body;
- MATT 2.0 billing;
- Advise the Planning/CoC Body of agencies not using dollars in a timely manner to avoid loss of funds to the community/recapture by MSHDA;
- Evaluate the quality of services and provide oversight of the sub-grantees based upon documented outcomes and in partnership with the Planning Body/CoC Body.
- Collect and submit quarterly CAPER that address specific performance outcomes supported by HMIS data (Domestic Violence Agencies use alternative system). The CAPER reports are submitted to MSHDA via MATT 2.0 with a copy provided to the Planning Body.
- Monitor ten percent (10%) of all tenant files, as well as the financial records of sub-grantees, and provide a copy of your findings report to your MSHDA Homeless Assistance Specialist;
- Maintain financial and client level records to support billings. The information must be retained for five years.

### **APPLICATION PROCESS**

Interested agencies shall send a letter of qualifications no later than **noon on Monday, March 23<sup>rd</sup>, 2020** to Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) that addresses the following:

- Describe project proposal and agency's experience with similar projects.
- Provide project budget with narrative, including total number of households projected to be served.
- Describe the implementation plan for spending, including expenditure schedule.
- Describe how this funding will be leveraged with other agency funds to support homelessness prevention.
- Describe case management model. Please include how the agency uses progressive engagement and a strengths-based approach in providing services.
- Indicate how services will utilize coordinated entry and the process for accepting referrals.
- Describe how the agency currently utilizes HMIS and how data informs decision-making and planning for continuous quality improvement.
- Identify other current agency funding (amounts and sources) for prevention case management.
- Describe how the agency will provide homelessness prevention case management after the grant period ends.
- Describe the agency's financial management practices/processes.

Please also include the following documentation:

- Organizational Mission Statement
- Board of Directors
- Organizational Chart

- Housing Employee Roster
- Target or Service Area Map
- Agency's most recent financial audit
- Single Audit Certification Form

If selected, you will also be expected to provide the additional following documentation no later than March 31<sup>st</sup>, 2020.

- Most recently filed tax return
- Current Fiscal Year Operating Budget
- Certificate of Good Standing
- IRS 501C3 Designation
- Organizational By-Laws
- Articles of Incorporation
- CHDO Authorization Letter for MSHDA CHDO (if applicable)
- Employee Status (all employees working less than 35 hours per week)

## EVALUATION CRITERIA

Responses to this RFQ will be evaluated based on the criteria described below.

### Agency Capacity

- Applicant capacity to manage funds and maintain financial systems and internal controls in a manner sufficient to operate the program(s) effectively and meet all federal and local requirements.
- Applicant employment of a sufficient number of case management staff to implement the proposed services.
- Applicant demonstration of ability to expend funds within allotted time frame.
- Applicant ability to leverage other funding sources and provided continuity of services after grant period ends.
- Applicant demonstration of at least one year of successfully providing strength- based case management services specifically targeted to homeless persons.
- Applicant demonstration of accepting and successfully housing referrals from coordinated entry.

### Program Capacity

- Whether the cost per household for direct assistance and services is reasonable and cost-effective.
- Whether services are provided in an inclusive and equitable manner.
- The extent to which the approach to services outlined in the application aligns with best practices and community standards.

### System Engagement

- The applicant is a CoC member.
- The applicant exhibits system collaboration.
- The extent to which the agency uses HMIS data for program planning and continuous quality improvement.