



Grand Rapids/Wyoming/Kent County CoC – MI 506  
Request for Qualifications – MSHDA ESG-CV

**INTRODUCTION:**

Special Emergency Solutions Grants Program funds (ESG-CV) were allocated by HUD as authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. These special ESG-CV funds are to be used to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. These ESG-CV funds are in addition to annual 2019-2020 grants and 2020-2021 grants and are subject to unique guidelines specific to CARES Act HUD guidance. Please review the MSHDA ESG-CV [NOFA](#) and the [Emergency Solutions Grant Program](#) page for a more comprehensive overview of the program, including policies and procedures.

The Grand Rapids/Wyoming/Kent County Continuum of Care (CoC) seeks qualified agencies to apply that propose usage of MSHDA ESG-CV for costs related to providing street outreach and operating emergency shelter to prevent, prepare for, and respond to coronavirus to protect the health and safety of people experiencing homelessness and reduce the risk of virus spread. The CoC has prioritized funding family and youth shelter that have shifted their traditional shelter models in order to prevent, prepare for and respond to coronavirus to protect the health and safety of people experiencing homelessness and reduce the virus spread, and street outreach activities. Prioritized shelter activities are specified for family and youth households and include costs to de-populate existing shelters by identifying, leasing, and/or establishing alternative shelter locations and hotel/motel vouchers for households who are unable to access traditional emergency shelter facilities. Sheltering costs are intended to address the need to de-intensify for COVID-19 mitigation and risk reduction.

**Qualified agencies may apply for up to \$412,800 for eligible shelter activities and up to \$103,200 for street outreach. Costs are capped at 4% for administration and 10% for HMIS for any proposed project.**

Grant funds can be used to cover costs from March 1, 2020 – September 30, 2022.

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

**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.

**ELIGIBLE ACTIVITIES:**

## Street Outreach

Essential Services: services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, and transportation (Paid at state government rates) for outreach staff.

Engagement: Hand sanitizer, soap, tissue packets, masks, disposable gloves, other personal protective equipment

Case Management: Coordinating medical care

Transportation: Train or bus tokens, taxi or rideshare for program participant travel to and from medical care

Expanded Staffing: Hiring additional staff to support infectious disease preparedness, providing hazard pay to staff with direct participant contact

## Emergency Shelter

Essential Services: Case management related to emergency shelter, referrals to employment, healthcare, substance abuse and related services within the community. (Note that referrals can be provided, however, direct case management for employment, health, substance abuse and other related services cannot be provided with these funds).

Shelter Operations: including maintenance, rent, repair, security, fuel, insurance, and utilities. Maintenance and repairs over \$500 must receive authorization by Homeless Assistance Specialist prior to expenditure.

Shelter funding includes shelter operations and shelter essential services, i.e. case management. Shelters will be required to submit Quarterly CAPER Reports to the Fiduciary.

Supplies: Cleaning supplies such as bleach, disinfectant wipes, scrubbers, mops; Protective equipment such as masks, disposable gloves; Program participant needs such as bed linens, towels, hand sanitizer, soap, tissue packets

Furnishings: Cots, room dividers

Equipment: Washers, dryers, portable handwashing stations

Transportation: Train or bus tokens, taxi or rideshare for program participant travel to and from medical care

Shelter Operations: Hotel and motel costs for additional non-congregate shelter space at \$85.00 per night (following FEMA and ESP guidance)

- Reimbursement for hotel and motel costs is limited to 30 days per household served. Requests for hotel and motel costs reimbursement for stays longer than 30 days must be reviewed and approved by the assigned MSHDA Homeless Assistance Specialist.
- Counties that have FEMA pre-approval for hotel usage for eligible populations must coordinate with their Emergency Operations Center and utilize this resource—ESG-CV funds should only be used for non-FEMA eligible households.

Expanded Staffing: Hiring additional staff to support infectious disease preparedness, providing hazard pay to staff with direct participant contact.

**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 **8am on Monday, June 15, 2020** to Brianne Robach at [brobach@hwmuw.org](mailto:brobach@hwmuw.org) and cc Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) addressing the following:

- Describe project proposal and agency's experience with similar projects.
- Provide project budget with narrative, including total number of households and persons in 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 similar activities and how funding will be braided and/or coordinated with ESG-CV funds.
- Describe how the agency has collaborated and/or coordinated with other partners in the community to meet the needs identified in the grant application.
- Describe how the agency has previously engaged with the CoC and how the proposed project aligns with CoC priorities.
- Describe the agency's financial management practices/processes.
- **If applying for shelter costs**, please describe how the proposed project addresses COVID-19 mitigation.
- **If applying for street outreach costs**, please describe the overall need for the proposed project and how the project intends to engage with the CoC Outreach workgroup and the HARA.

**Questions regarding the application should be addressed to Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) no later than 12pm on Friday, June 12<sup>th</sup>. It is highly recommended that any agency who intends to apply contact the CoC at the above e-mail address to notify of intent.**

**The Funding Review Committee will meet on Tuesday, June 16<sup>th</sup> from 10-11:30am. The CoC is requesting that applicants have a representative that can be available during this time to answer any potential questions members may have regarding their application.**

REQUIRED DOCUMENTATION (attachments can be found [here](#)):

**All Organizations:**

- ESG-CV Administrative Compliance Certification (Attachment)
- ESG-CV Conflict of Interest Certification (Attachment)
- ESG-CV Budget (attached)
- ESG-CV Memorandum of Understanding (Attachment) – Applicants will fill out their agency information and sign/date. If selected, Heart of West Michigan United Way will complete the MOU and submit it as part of the application package.

**NEW ESG-CV Subgrantee(s):**

- Proof of Liability Insurance
- Crime and Dishonesty Insurance
- ESG-CV Fair Housing Agreement (Attachment)
- Fraud Policy
- Indirect Cost Allocation Plan
- Organizational Mission Statement
- Board of Directors
- Organizational Chart
- Housing Employee Roster
- Target or Service Area Map
- Most Recent Completed Financial Audit
- Single Audit Certification (Attachment)

**If Organization operates a Shelter:**  ESG-CV Minimum Standards for Emergency Shelter Certification

**Additional Items:**

- Most Recent 990
- Current Fiscal Year Operating Budget
- Certificate of Good Standing, dated within last 12 months
- IRS 501(c)(3) Designation
- Articles of Incorporation
- Organizational Bylaws
- CHDO Authorization Letter for MSHDA CHDO
  - Subgrantee is Not a CHDO
- CHDO Authorization Letter for Local PJ CHDO
  - Subgrantee is Not a CHDO
- Employee Status (list indicating number of paid personnel working 35 hours or more per week and the number working less than 35 hours per

***Applications that are missing any required documentation will not be considered for funding.***

**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.

**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.
- If applying for shelter, the extent to which the proposed project aligns with the community's intent to de-intensify congregate shelter spaces and provides mitigation for COVID-19.

### **System Engagement**

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

### **Community Need**

- The extent to which the community need is clearly defined, and the proposed project addresses the need.
- The extent to which the proposed project addresses gaps in service delivery.
- The extent to which the proposed project aligns funds with CoC Priorities.