



Grand Rapids/Wyoming/Kent County CoC – MI 506  
Request for Qualifications – MSHDA ESG 2020-20201

**INTRODUCTION:**

The Grand Rapids/Wyoming/Kent County Continuum of Care (CoC) seeks qualified agencies to apply that propose usage of MSHDA ESG 2020-2021 for direct financial assistance for rapid re-housing. Supportive services and case management expenses as they relate to providing rapid re-housing services are not eligible through these funds.

The Emergency Solutions Grant (ESG) is a Housing and Urban Development (HUD) federal entitlement-based program that serves households experiencing homelessness or who are at risk. In the 2020-2021 grant year, MSHDA will receive funds from HUD and will provide a 1:1 match to make an estimated \$9-10 million available across the State of Michigan. ESG requires the use of Coordinated Entry as an important process through which people experiencing homelessness or at risk of experiencing homelessness can access the housing crisis response system in a streamlined way. This Coordinated Entry system is created by all homeless service providers working together in a synchronized fashion in conjunction with an agency known as the Housing Assessment and Resource Agency (HARA).

Please review the MSHDA ESG 2020-2021 [NOFA](#) and the [Emergency Solutions Grant Program](#) page for a more comprehensive overview of the program, including policies and procedures.

**Qualified agencies may apply for up to \$176,000 for rapid re-housing activities. Costs are capped at 4% for administration and 10% for HMIS for any proposed project.**

Grant funds can be used to cover costs from October 1, 2020 – September 30, 2021.

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 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:**

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium- term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in CFR 576.2 or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The program participant must have an annual income below 30% of median family income for the area, as determined by HUD. The rapid re-housing assistance must be

provided in accordance with the housing relocation and stabilization services requirements in CFR 576.105, the short-term and medium-term rental assistance requirements in CFR 576.106, and the written standards and procedures established under CFR 576.400.

**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 **4pm on Monday, August 3rd, 2020** to 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 provide similar services.
- 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 MSHDA ESG 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.
- Include the total dollar amount requested for the following line items:

<b>Financial Assistance</b>	<b>Total Dollar Amount Requested</b>
Requested Identification Documentation	
LBP and Habitability Inspections: Contractors are capped at \$35 per inspection	
Legal Services	
Mediation	
Moving Costs	
Rental Application Fees	
Security Deposit: Cannot exceed 1.5 month’s rent	
Short- and/or Medium-term Rental Assistance	
Utility Arrearage and/or Deposit	

**Questions regarding the application should be addressed to Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) no later than 4pm on Friday, July 31<sup>st</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.**

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

**All Organizations:**

- Administrative Compliance Certification (Attachment)
- Conflict of Interest Certification (Attachment)
- Budget (attached)
- Memorandum of Understanding (Attachment) –If selected, Heart of West Michigan United Way will complete the MOU and submit it as part of the application package.

**NEW Subgrantee(s): Please provide following items as separate attachments in a zip folder.**

- Proof of Liability Insurance
- Crime and Dishonesty Insurance
- ESG 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)

**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

**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 successfully providing similarly proposed services.

#### **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, including use of HMIS.
- The extent to which the agency uses HMIS data for program planning and continuous quality improvement.
- The extent to which the proposed project aligns funds with CoC Priorities.