



Grand Rapids/Wyoming/Kent County CoC – MI 506  
Request for Qualifications – MSHDA ESG 2021-2022

**INTRODUCTION:**

The Grand Rapids/Wyoming/Kent County Continuum of Care (CoC) seeks qualified agencies to apply that propose usage of MSHDA ESG 2021-2022 for *direct financial assistance for rapid re-housing and for essential services and shelter operations for emergency shelter.*

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 2021-2022 grant year, MSHDA will receive funds from HUD and will provide a 1:1 match to make an estimated \$10 million available across the State of Michigan. ESG requires the use of a Coordinated Entry System 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 2021-2022 [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 \$128,834 for emergency shelter activities and for up to \$128,834 for rapid-rehousing 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, 2021 – 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 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:**

**Rapid Re-Housing**

*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.*

### **Emergency Shelter**

*ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters, i.e. case management and operating emergency shelters. Essential Services include case management related to emergency shelter, referrals to employment, health care, 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.) For shelter operations, eligible costs include maintenance, rent, repair, security, fuel, equipment, insurance, and utilities. These funds cannot be used for construction or rehabilitation of shelters.*

**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:**

- Collaborate with the CoC or LPB to align funding and address any gaps in system design to end homelessness.
- Provide eligible services as defined within [MSHDA’s NOFA](#) and as specified in their grant agreement with the Fiduciary.
- Enter client information on HMIS (Domestic Violence Agencies must use a comparable database).
- Coordinate with the HARA to ensure the required assessment tool and/or process is completed for literally homeless households.
- Routinely review and correct HMIS data quality issues and monitor outcome performance.
- Maintain financial and client level records to support billings, retaining records for five years.
- Request payment and provide necessary supportive documentation to the Fiduciary on at least a quarterly basis.
- Submit quarterly CAPERs that address specific performance outcomes supported by HMIS data to the Fiduciary as outlined in the grant agreement.
- Ensure compliance with grant terms and provide the Fiduciary and MSHDA access to financial and programmatic records when requested

**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;
- Submit quarterly Financial Status Reports (FSRs) in the MATT 2.0 system;
- Submit quarterly 7001.b HMIS data reports as part of the quarterly FSR submission;
- 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 Consolidated Annual Performance and Evaluation Reports (CAPERs) that address specific performance outcomes supported by HMIS data (domestic violence agencies use alternative system). CAPERs are submitted to MSHDA via MATT 2.0 with a copy to the CoC or LPB.
- Monitor ten percent (10%) of all participant files, as well as the financial records, of all subgrantees except for emergency shelters.

**APPLICATION PROCESS**

Interested agencies shall send a letter of qualifications no later than **4pm on Monday, July 19, 2021** to Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) addressing the following:

1. Describe the entire scope of the proposed project. Include target population(s), the plan for addressing identified needs/issues of the identified target population, projected outcomes, and how the project type, scale and location of housing and support services fit the needs of the identified target population. If applying for shelter funds, please describe the shelter model, sustainability of the model, and how the proposed project will address long-term shelter needs within the community.
2. Describe agency's experience implementing the proposed project and/or similar projects.
3. Describe the agency's financial management practices/processes, including 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. Indicate whether there were any findings in the agency's most recent financial audit. Indicate whether the agency has any HUD monitoring findings in any of the agency's projects within the past 3 years. Any findings should be resolved or explained.
4. Describe the agency's staffing plan for this project, including key staff positions and qualifications of individuals who will carry out the project(s). Please include a description of which positions are currently staffed, and outline a hiring plan for any positions that will need to be filled to implement the project.

5. Describe the implementation plan for spending, including expenditure schedule.
6. 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 this funding will be leveraged with other agency funds to provide continuity of services after the grant period ends.
7. Describe case management model. Please include how the agency uses progressive engagement and a strengths-based approach in providing services.
8. Describe how the approach to services aligns with best practices and community standards.
9. Describe training staff have undergone or will undergo as well as any agency policies or procedures related to diversity, equity, and inclusion as it pertains to service provision.
10. Provide project budget with narrative, including total number of households and persons in households projected to be served. Please also include the cost per household for direct assistance, and a description of why the cost is reasonable and cost-effective. Include the total dollar amount requested for the following line items:

<b>Rapid Re-Housing Financial Assistance</b>	<b>Total Dollar Amount Requested</b>
Short- and/or Medium-term Rental Assistance	
Rental Application Fees	
Security Deposits	
Utility Arrearage and/or Deposit	
Moving Costs	
Housing Relocation and Stabilization Services	
Housing Search and Placement/Housing Stability Case Management	
Mediation	
Legal Services	
Cell phones	
Identification documentation	
Transportation	

<b>Emergency Shelter</b>	<b>Total Dollar Amount Requested</b>
<b>Essential Services</b>	
Case Management	
Cell Phones	
Child Care	
Education Services	
Employment Assistance and Job Training	
Transportation	
Services for Special Populations	
<b>Shelter Operations</b>	
Maintenance (including minor or routine repairs)	
Rent	
Security	

Fuel/Utilities	
Equipment	
Insurance	
Supplies	
Telephone/Internet Services	

11. Describe how the agency has engaged with the CoC and if the agency is a current CoC member.
12. Describe how the proposed project aligns with [priorities](#)
13. Describe how the agency currently utilizes HMIS and how data informs decision-making and planning for continuous quality improvement.
14. Indicate how the proposed project will participate with Coordinated Entry, the process for accepting referrals, and how the agency currently utilizes Coordinated Entry.
15. Describe how the agency has collaborated and/or coordinated with other partners in the community to meet the needs identified in the grant application.

**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 Thursday, July 16.****

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

**All Organizations: Please provide following items as separate attachments in a zip folder.**

- Organizational Mission Statement and Target/Service Area
- List of Board of Directors & Officers
- Organizational Chart – including a staff roster with relevant program staff
- Most Recent Completed Financial Audit
- Single Audit Certification ([MSHDA Form](#))
- Conflict of Interest Policy and Certification Form ([MSHDA Form](#))
- Administrative Compliance Certification Form ([MSHDA Form: Attachment-B](#))
- Fair Housing Certification Form ([MSHDA Form](#))
- Fraud Policy
- Indirect Cost Allocation
- Proof of Liability Insurance and Crime and Dishonesty Insurance

**Emergency Shelter Applicants Only**

- Minimum Standards for Emergency Shelter Certification Form ([MSHDA Form: Attachment-C](#))

**Non-profit Applicants Only:**

- 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
  - 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 week)

## EVALUATION CRITERIA

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

### Proposed Project

- Whether the proposed project meets the needs of the community and the target population identified
- If proposed project is for sheltering, the project will be evaluated on its sustainability and how it will adapt to meet the long-term needs of the community.

### Agency Capacity

- Applicant demonstration of successfully providing services similar in scope and complexity to the proposed project.
- Applicant demonstration of 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 or plan to hire a sufficient number of case management staff to implement the proposed services.
- Applicant demonstration of ability and plan to expend funds within allotted time frame.
- Applicant ability to leverage other funding sources and provided continuity of services after grant period ends.

### Program Capacity

- Whether the case management model includes progressive engagement and a strengths-based approach
- The extent to which the approach to services outlined in the application aligns with best practices and community standards.
- Whether agency demonstrates staff training, policies, and procedures to ensure that services are provided in an inclusive and equitable manner.
- Whether the cost per household for direct assistance and services is reasonable and cost-effective.

### System Engagement

- Whether the applicant is a CoC member and has actively engaged with the CoC.
- Whether the proposed project aligns with CoC Priorities.
- Applicant demonstration of data use for program planning and continuous quality improvement and whether the applicant currently utilizes HMIS.
- Whether the proposed project will utilize Coordinated Entry and whether applicant has an established referral process.
- Applicant demonstration of system collaboration