



Grand Rapids/Wyoming/Kent County CoC – MI 506
Request for Proposals – MSHDA Shelter Diversion Pilot

INTRODUCTION:

The Michigan State Housing Development Authority (MSHDA) recently released a Request for Proposals (RFP) from eligible agencies to implement or expand effective shelter diversion models. MSHDA will award Shelter Diversion Pilot funds through a competitive process. Continuums of Care (CoCs) may only support one (1) proposal for submission. As such, the Grand Rapids/Wyoming/Kent County CoC seeks agencies to submit proposals for up to \$500,000 proposing the implementation of a shelter diversion pilot. MSHDA will award funds through Heart of West Michigan United Way as the established Fiduciary for the Grand Rapids/Wyoming/Kent County CoC. The selected Service Provider(s) will be subrecipients. The grant term will be two (2) years, starting June 1, 2023 through May 31, 2025.

The Coalition encourages that a collaborative community proposal is submitted in response to this RFP. For this RFP, collaborative community proposal means collaboration between two or more Service Provider agencies that includes strategies to provide diversion services to multiple or all subpopulations. Coalition staff will facilitate community meetings to develop such a proposal. Both meetings will be held virtually using the information below. Contact Brianne (brobach@hwmuw.org) for a calendar invite.

<u>Community Meeting Dates</u>	<u>Virtual Meeting Information</u>
Tuesday, March 21, 1:30-2:30pm	Zoom link: https://us02web.zoom.us/j/4350176715?pwd=bXZ3THM5Mkd6eIJlOE1SK2tmUFZUdz09
Tuesday, March 28, 1:30-2:30pm	Meeting ID: 435 017 6715 Passcode: CoC

Please review the documents on the [MSHDA Shelter Diversion Pilot webpage](#) including their [Request for Proposals](#) for a more comprehensive overview of the program.

LOCAL FUNDING PROCESS:

The Funding Review Committee of the CoC is responsible for reviewing responses to this Request for Proposals and recommending one project to receive a Letter of Support on behalf of the CoC. Funding Review Committee recommendations will be reviewed and approved by the CoC’s Steering Council.

ELIGIBLE APPLICANTS:

All Service Provider(s) applicants included in the proposal must meet the following requirements:

- A 501(c)3 nonprofit agency or local unit of government that operates its principal place of business in the State of Michigan
- Actively involved in the CoC planning process.
- Experienced in serving homeless populations.
- Experienced in providing case management services specifically targeted to people who are experiencing homelessness.
- Experienced with successful HMIS data collection.

- Participation in a QSOBAA to allow sharing within HMIS.
- Exhibits the financial capacity to administer funds as demonstrated through an audited federal financial statement.
- Has financial management systems in place such as cash receipts and disbursement logs, invoices, and cancelled check registers, etc.
- Employs staff who possess bachelor’s degree in accounting or possess experience in accounting along with college accounting credits or a bookkeeper whose work is overseen by an accounting firm.

ELIGIBLE ACTIVITIES:

Staffing	At least 40% of total proposed project costs must be allocated for new staffing (Diversion Specialists). Staff costs related to HMIS data entry may also be billed to this budget line.
Flexible Financial Assistance	At least 20% of total project costs must be allocated for flexible financial assistance.
Rental Assistance	At least 10% of total project costs must be allocated for rental assistance.
Administrative Costs	Administrative costs are limited to 10% of total project costs. A portion of administrative funds must be allocated to the Fiduciary (Heart of West Michigan United Way)

Cost Parameters

Staffing: Funds budgeted for staffing cannot be used to supplant other program funds for existing staff. Applicants must ensure new positions are posted and hire additional staff as Diversion Specialists for this pilot.

Flexible Financial Assistance: Households can receive up to \$2,500 in assistance. This is capped for the grant term (i.e. households can be assisted with shelter diversion more than once but cannot receive more than \$2,500 in flexible financial assistance). This cap is implemented separately from Rental Assistance.

- General categories for Flexible Financial Assistance
 - Food
 - Contribution to shared housing costs (ex. Utility bills)
 - Transportation
 - Employment
 - Education
 - Childcare

NOTE: Awarded projects will not be permitted to provide monetary payments (cash) directly to households. Flexible Financial Assistance can be provided directly to households via gift cards in alignment with the general categories noted in this RFP.

Rental Assistance: Households can receive up to three (3) months of rental assistance. This is capped for the grant term (i.e. households can be assisted with rent payments more than once but cannot receive more than 3 months of rental assistance). This cap is implemented separately from the Flexible Financial Assistance.

Administrative Costs: Cost allocation plans are permitted in lieu of detailed administrative costs but must be provided at the point of proposal submission. A portion of administrative funds must be allocated to the Fiduciary (Heart of West Michigan United Way) for associated responsibilities.

EXPECTATIONS:

The Service Provider(s) agrees to the following responsibilities:

- Collaborate with the CoC to ensure the shelter diversion model is integrated within the Coordinated Entry System and broader homeless crisis response system.
- Provide eligible services as defined within this pilot, MOU, and associated grant documents.
- Hire and train staff as Diversion Specialists, following outlined best practices and required skills.
- 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.
- Provide routine reports to the CoC on the pilot, including the number of households served and outcomes.
- 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.
- Ensure compliance with grant terms and provide the Fiduciary and MSHDA access to financial and programmatic records when requested.

APPLICATION TIMELINE

Thursday, April 13	RFQ responses due by 4:00pm
Tuesday, April 18	Applicants notified of Funding Review Committee recommendation
Thursday, April 20	Appeals to Funding Review Committee recommendation due by noon
Friday, April 21	Steering Council reviews Funding Review Committee (and Appeals Panel if applicable) recommendation and provides letter of support
Friday, April 21	Selected proposal is submitted to MSHDA by 5:00pm

Questions regarding the application should be addressed to Courtney Myers-Keaton (cmyers-keaton@hwmuw.org) and Brienne Robach (brobach@hwmuw.org) no later than 4pm on Tuesday, April 11.

APPLICATION PROCESS

Interested agencies shall send a letter of qualifications no later than **4pm on Thursday, April 13, 2023** to Courtney Myers-Keaton at cmyers-keaton@hwmuw.org and copy Brienne Robach brobach@hwmuw.org addressing the following:

- **Proposed Model** (2-4 pages)
 - Detailed outline of shelter diversion model, including number of Diversion Specialists, referral process, and how the model will be implemented in the local Coordinated Entry System.
 - Description of inflow/outflow data for the local emergency shelters and Coordinated Entry System. Reports provided via HMIS and/or comparable database.
 - Description of population served by this project (general population, youth, families, adults, domestic violence survivors, human trafficking, etc.)
 - How will the organization measure the outcomes outlined in the RFP
- **Performance Management Outcomes** (1-2 pages)
 - Demonstrated past performance and or other notable accomplishments in serving the target population

- Detail the systems that will be used to track and report outcomes
- Detail how the agency has used data to inform/improve services and practices.
- **Organizational Capacity** (1-2 pages)
 - Overview of agency experience with shelter diversion or, if implementing a new process, experience with serving households experiencing homelessness or at risk of homelessness
- **DEI Self-Assessment** (1-2 pages, can be enhanced or addressed throughout the proposal)
 - Clarify the purpose and target audience
 - How the proposal engages stake holders
 - How will the proposal address Community Based Transparency
 - Identify Success Indicators
- **Reasonable Costs, Budget Justification, and Leveraged Funds** (1-2 pages)
 - Proof of fiscal capacity per audit or other financial documents
 - Agency affirms they can run the pilot on a cost reimbursement basis
 - Demonstrated reasonable implementation costs, appropriate funding requests relative to human and financial resources, budget supports proposed scope of work

The narrative should be formatted in at least 11-point, standard font. Each scored parameter should be identified with the appropriate heading. For example:

Proposed Model

Narrative description

EVALUATION CRITERIA:

Proposals containing all required items and submitted by the deadline will be reviewed and scored based on the following criteria and scoring categories:

<p>Strength of Proposed Model</p>	<ul style="list-style-type: none"> ● The proposal clearly defines the model and services to be provided. Services are appropriate to addressing the needs of and achieving desired outcomes for the target population. ● The proposed model is supported by prior experience, demonstrated expertise, and/or aligns with the best practices and skills relevant to shelter diversion. ● The proposal demonstrates a clear understanding of the target population and their needs/challenges. ● The proposal provides estimates of deliverables that are in alignment with the proposed model’s scope. ● The Service Provider(s) has experience and/or expertise in delivering services in an expedient manner. 	<p>40 points</p>
<p>Performance Management and Outcomes</p>	<ul style="list-style-type: none"> ● The Service Provider(s) demonstrates strong past performance against the desired goals, outcomes, and/or other notable accomplishments in providing services to the target population. ● The Service Provider(s) has the required systems and processes to track and report outcomes. ● The Service Provider(s) has experience in using data to inform/improve its services and practices. 	<p>20 points</p>

Organizational Capacity	<ul style="list-style-type: none"> • The Fiduciary and/or Service Provider(s) has qualified staff responsible for program oversight and management. • The Fiduciary has adequate systems and processes to support monitoring pilot expenditures and fiscal controls. • The Fiduciary and/or Service Provider(s) has adequate Human Resources capacity to hire and manage staff. • The Fiduciary and/or Service Provider(s)'s organization reflects and engages the diverse people of the communities it serves. 	15 points
DEI Self-Assessment	<ul style="list-style-type: none"> • The proposal sufficiently addresses each aspect of the DEI Self-Assessment: <ul style="list-style-type: none"> ○ Clarifying the Purpose and Target Audience ○ Engaging Stakeholders ○ Community Based Transparency ○ Identifying Success Indicators 	15 points
Reasonable Costs, Budget Justification, and Leverage of Funds	<ul style="list-style-type: none"> • The Fiduciary and/or Service Provider(s) has the fiscal capacity to implement the proposed model as demonstrated by an audit and/or other financial documents. • The Fiduciary and/or Service Provider(s) indicates that they have the capacity to implement this pilot on a reimbursement basis, as necessary. • The Fiduciary and/or Service Provider(s) demonstrates reasonable implementation costs and funding requests relative to its financial and human resources. The proposed budget supports the proposed scope of work. 	10 points
BONUS: Collaboration	<ul style="list-style-type: none"> • The proposal is a collaboration between two or more agencies and includes strategies to provide diversion services to multiple or all subpopulations. 	10 bonus points
TOTAL		100 points

