



Grand Rapids/Wyoming/Kent County CoC – MI 506  
Request for Qualifications – MSHDA ESG 2022-2023

**INTRODUCTION:**

The Grand Rapids/Wyoming/Kent County Continuum of Care (CoC), also known as the Grand Rapids Area Coalition to End Homelessness, seeks qualified agencies to apply that propose usage of MSHDA ESG 2022-2023 for *street outreach services*.

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 2022-2023 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 is applied in strategic coordination with all other sources of locally available funding to end homelessness. All funded communities are responsible to ensure service outcomes are more racially equitable, and that regular review of HUD System Performance Measures informs local service planning and improvement. Additionally, 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 [2022-2023 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 funds for street outreach activities. The Grand Rapids/Wyoming/Kent County CoC seeks applicants to serve as an Outreach Lead Agency. The Lead Agency will be responsible for ensuring the following goals are met:**

- Establish shared community standards and procedures for conducting street outreach including outreach coverage and coordination.
- Ensure coverage and efficiencies in outreach to meet the following benchmark: 90% or more of unsheltered people are included on the community by-name list.

Additionally, street outreach programs must conduct housing-focused outreach and engagement to include locating, identifying, and building relationships with unsheltered persons living in places not meant for human habitation and assist them in accessing emergency shelter, physical and behavioral health services, permanent housing through linkage to the community's Coordinated Entry system, and additional supports based on individual need.

**Costs are capped at 3.5% for administration and 10% for HMIS for any proposed project.**

Grant funds can be used to cover costs from October 1, 2022 – September 30, 2023. 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 persons experiencing homelessness. Local public housing agencies are not eligible. No grant to an ESG sub-grantee shall be less than \$10,000. **Funded grant activities shall not exceed \$110,000.**

**ELIGIBLE ACTIVITIES:**

**Street Outreach**

*MSHDA ESG funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, non facility-based care. For the purposes of this section, the term “unsheltered homeless people” means individuals and families who qualify as homeless under paragraph (1)(i) of the “homeless” definition under 24 CFR 576.2. The eligible activities/costs and requirements for MSHDA ESG Street Outreach consist of:*

**Engagement**

*The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs.*

*Eligible engagement activities consist of:*

- *Making an initial assessment of needs and eligibility*
- *Providing crisis counseling;*
- *Addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries;*
- *Actively connecting and providing information and referrals to programs targeted to people*

*living in homelessness and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs.*

*Eligible costs include the cell phone costs of outreach workers during the performance of these activities.*

**Case Management**

*The costs of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant.*

*Eligible services and activities are as follows:*

- *Using the centralized or coordinated assessment system as required under 24 CFR 576.401(d);*
- *Conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility;*

- *Counseling;*
- *Developing, securing and coordinating services;*
- *Obtaining Federal, State, and local benefits;*
- *Monitoring and evaluating program participant progress;*
- *Providing information and referrals to other providers; and*
- *Developing an individualized housing and service plan, including planning a path to permanent housing stability.*

*permanent housing stability.*

**Transportation**

*The transportation costs of travel by staff and program participants are eligible, provided that this travel takes place during the provision of services eligible under this section.*

*These costs include the following:*

- *The costs of a program participant’s travel on public transportation;*
- *If staff use their own vehicle, mileage allowance for staff to visit program participants; and*
- *The travel costs of staff to accompany or assist program participants to use public transportation.*

*transportation.*

*These rates are paid at the federal rate.*

**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:**

- Collaborating with the CoC or LPB to align funding and address any gaps in system design to end homelessness.
- Providing eligible services as defined within [MSHDA’s NOFA](#) and as specified in their grant agreement with the Fiduciary.
- Entering client information on HMIS (Domestic Violence Agencies must use a comparable database).
- Coordinating with the HARA to ensure the required assessment tool and/or process is completed for literally homeless households.
- Routinely reviewing and correcting HMIS data quality issues and monitor outcome performance.
- Maintaining financial and client level records to support billings, retaining records for five years.
- Requesting payment and providing necessary supportive documentation to the Fiduciary on at least a quarterly basis.
- Submitting quarterly CAPERs that address specific performance outcomes supported by HMIS data to the Fiduciary as outlined in the grant agreement.
- Ensuring 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;
- Submitting quarterly Financial Status Reports (FSRs) in the MATT 2.0 system;
- Submitting quarterly 7001.b HMIS data reports as part of the quarterly FSR submission;
- Advising the Planning/CoC Body of agencies not using dollars in a timely manner to avoid loss of funds to the community/recapture by MSHDA;
- Evaluating the quality of services and provide oversight of the sub-grantees based upon documented outcomes and in partnership with the Planning Body/CoC Body.
- Collecting and submitting 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.
- Monitoring 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 **1pm on Friday, August 26** to Courtney Myers-Keaton at [cmyers-keaton@hwmuw.org](mailto:cmyers-keaton@hwmuw.org) and copy Brianne Robach [brobach@hwmuw.org](mailto:brobach@hwmuw.org) addressing the following:

#### Threshold Eligibility

1. 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.
2. Indicate whether there were any findings in the agency's most recent financial audit. If yes, please explain and indicate whether findings were resolved.
3. Indicate whether the agency has any HUD or ESG monitoring findings in any of the agency's projects within the past 3 years. If yes, please explain and indicate whether findings were resolved.
4. Describe how the agency has engaged with the CoC and whether the agency is a current CoC member.
5. Does the applicant currently use HMIS to collect data and participate in the QSOBAA (community wide sharing agreement) to allow sharing within HMIS? If not, is the agency willing to use HMIS and join the QSOBAA to collect and share relevant data?
6. Describe the experience of the applicant and any sub-applicants with utilizing a Housing First approach (does not require program participants to complete any prerequisites in order to receive services (i.e., religious activities, sobriety treatment, etc.))
7. Describe how your organization addresses ending homelessness at the systems level in

partnership with other agencies

**Proposed Project**

- 8. Describe the entire scope of the proposed project and how the agency intends to fulfill the role of a lead agency function.

**Agency Capacity**

- 9. Describe the agency’s experience with street outreach in the community.
- 10. Describe the agency’s plan and ability to build collaboration among partners and facilitate community-wide conversations regarding youth homelessness.
- 11. Describe the agency's experience in leading and building collaborative efforts.
- 12. 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.
- 13. Describe the implementation plan for spending, including expenditure schedule.
- 14. 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.

**Program Capacity**

- 15. Describe case management model. Please include how the agency uses progressive engagement and a strengths-based approach in providing services.
- 16. Describe how the approach to services aligns with best practices and community standards.
- 17. 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.
- 18. Provide project budget with narrative. Include the total dollar amount requested for the following line items:

Engagement/Case Management	
Transportation	
Services for Special Populations	
TOTAL	

**REQUIRED DOCUMENTATION** (attachments can be found [here](#)): ***Narrative MUST be submitted by August 26. However, required documentation may be submitted by August 30<sup>th</sup> at 9am.***

**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 Certification Form ([MSHDA Form: Attachment-C](#))
- Conflict of Interest Policy
- Fair Housing Certification Form ([MSHDA Form: Attachment-D](#))
- Fraud Policy
- Indirect Cost Allocation
- Proof of Liability Insurance
- Proof of Crime and Dishonesty Insurance
- Proof of SAM.gov UEI Active Status
- Most Recent 990 (Corporate Tax Return)
- 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 (if 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. View the Coalition's [Funding Appeal Policy](#) for information about submitting an appeal.

#### Threshold Eligibility

- 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.
  - Agency has financial management systems in place such as cash receipts and disbursement logs, invoices, and cancelled check registers, etc.
  - Agency employs staff person 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.
- The applicant's most recent audit indicates no findings. Or findings are explained and have been resolved.
- Any HUD or ESG monitoring findings in any of the agency's projects within the past 3 years are explained or resolved.
- The applicant has actively engaged with the CoC.
- Applicant is willing to utilize HMIS and join the QSOBAA to collect and share relevant data
- The proposed project utilizes or will utilize Coordinated Entry and has the capacity to use a standardized assessment tool or process.
- Applicant utilizes or will utilize a Housing First (does not require program participants to complete any prerequisites in order to receive services (i.e., religious activities, sobriety treatment, etc.)).
- Applicant displays the ability to collaborate, coordinate and partner with other local organizations.

- Applicant displays willingness to re-align existing program structures and use of funds to fill gaps and end homelessness.

**Proposed Project**

- The extent to which the proposed project meets the needs of the community and is able to fulfill the role of a lead agency, as well as the cost effectiveness of the proposed project.

**Agency Capacity**

- Applicant demonstration of successfully providing services similar in scope and complexity to the proposed project.
- 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 applicant and sub-applicant staff have undergone or will undergo related to diversity, equity, and inclusion as it pertains to service provision.