

**REQUEST FOR APPLICATIONS NOFA #182113  
OFFICE OF CONTRACTING AND PROCUREMENT ON BEHALF OF  
MICHAEL E. DUGGAN, MAYOR CITY OF DETROIT  
HOUSING AND REVITALIZATION DEPARTMENT**

NOTICE OF REQUEST FOR 2022-2023 HOMELESSNESS SOLUTIONS PROGRAM NOTICE OF  
FUNDING AVAILABILITY (NOFA) TO APPLY FOR EMERGENCY SOLUTIONS GRANT  
(ESG)/ COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

The City of Detroit invites homeless service provider organizations to submit applications for projects to be funded by the 2022-2023 Homelessness Solutions ESG / CDBG program as funded through the U.S. Department of Housing & Urban Development (HUD).

**ESG/CDBG Programs:** All non-profit organizations that wish to provide homelessness prevention, street outreach, emergency shelter or rapid re-housing services may submit applications.

All 2022-2023 applications must be prepared and submitted online using the City’s “Oracle” system. **Applicants must register on Oracle before an application (bid) can be submitted.** Applications must be submitted via Oracle by 1:00pm (Eastern Daylight Time) on May 9, 2022. Paper copies of applications will not be accepted. The public recording of application submissions (bids) will take place on May 10, 2022 via Zoom.

To obtain information regarding Oracle, please visit the City of Detroit Office of Contracting and Procurement webpage at <https://detroitmi.gov/supplier>

**APPLICATION SELECTION & EVALUATION CRITERIA**

Applications submitted by the deadline on May 9, 2022, by 1:00pm, which meet the minimum threshold requirements, will be reviewed and ranked by a review panel. All applications will go through a selection and ranking process. Applications will be selected and funded based on the applicant’s ability to demonstrate their capacity to implement a successful program/activity, the City’s priorities, project ranking, and available funding.

Selected applications must meet the basic eligibility requirements to be considered for funding. Applications must meet threshold; those that do not meet the eligibility requirement will be eliminated from consideration.

Applications passing threshold criteria review will be ranked and scored on a 140-point scale, with 0 being the lowest and 140 the highest score. Applications must score at least 80% (112 points) to be recommended for funding. Applications will be ranked according to score and recommended for funding in rank order. Note: The City reserves the right to cancel this NOFA or to reject, in whole or in part, any and all submissions received in response to this NOFA upon its determination that such cancellation or rejection is in the best interest of the City.

Applications submitted by 1:00pm on the May 9, 2022 deadline will be evaluated. Late applications will not be accepted. Funding approval will be determined by the Mayor and City Council.

The 2022-2023 ESG/CDBG application packages with the required forms will be available via Oracle on April 6, 2022.

### **SCORING**

Organizational Experience and Capacity in Addressing Homelessness - 25 pts  
Financial Capacity to Manage City of Detroit Grants - 25 pts  
Application Budget and Narrative - 20 pts  
Implementation Plans by Program Component - 50 pts per component  
Performance Benchmarks - 20 pts

### **APPLICATION VIRTUAL WORKSHOP**

April 13, 2022 from 10:00am- 11:30am. Application Overview hosted by Terra Linzner, Housing and Revitalization Department and Richard Gold, Office of Contracting and Procurement. Register for the workshop by clicking [here](#).

### **NOFA Q&A SESSION**

April 29, 2022 from 11:00am- 12:30pm. Application Question and Answer Session hosted by Terra Linzner, Housing and Revitalization Department and Richard Gold, Office of Contracting and Procurement. Register for the Q&A session by clicking [here](#).

Workshop information and registration will be available on the City's website at <https://detroitmi.gov/departments/housing-and-revitalization-department> under [Public Notices](#). The workshops are designed to help organizations successfully submit their Homelessness Solutions applications. **Interested parties are strongly encouraged to attend the virtual workshop and application Q&A sessions.**

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**Notice of Non-Discrimination:** The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex or sexual orientation. Complaints may be filed with the City of Detroit, Civil Rights, Inclusion, Opportunity, Coleman A. Young Municipal Center, Detroit, Michigan 48226.

CITY OF DETROIT,  
OFFICE OF CONTRACTING AND PROCUREMENT  
ON BEHALF OF  
THE HOUSING AND REVITALIZATION DEPARTMENT  
(HRD)

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ESG/CDBG 2022-2023  
NOTICE OF FUNDING AVAILABILITY

NOFA# 182113 Date Released: April 6, 2022 Closing Date: May 9, 2022
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## INTRODUCTION

The City of Detroit's Housing and Revitalization Department (the City) is committed to making homelessness rare, brief and non-recurring for its residents. As such, we work closely with the Detroit Continuum of Care (CoC), provider organizations, supportive housing developers, and funders to provide a broad array of housing opportunities intended to prevent and end homelessness for households in need. The U.S. Department of Housing and Urban Development (HUD), along with the City and its community partners, expect that our system of service makes steady progress toward reducing homelessness, including decreasing the number of people entering the system, shortening the duration of homelessness, and limiting recurrent episodes of homelessness.

In the 2022-2023 program year, the City of Detroit seeks to use its Emergency Solutions Grant (ESG) funds and Community Development Block Grant (CDBG) to address the urgent needs of residents who are experiencing homelessness or at imminent risk of homelessness. The City intends to award approximately 5 million dollars total in ESG and CDBG Homeless Public Service funds, contingent upon HUD's budget. The City of Detroit is committed to streamlining processes for subrecipients and as such, publishes a single NOFA for ESG and CDBG funds that support homelessness programs. These funds will be referred to as Homelessness Solutions funds.

## DETROIT HOMELESS SYSTEM OVERVIEW<sup>1</sup>

Detroit's homelessness response system uses a spectrum of programming to prevent, divert, or end homelessness. Prevention and diversion programs are the least service intensive and aim to prevent households from entering the homeless system. For households that are unable to utilize prevention or diversion programs, clients may access permanent housing resources through street outreach and emergency shelter. Permanent housing is the most service intensive and includes including Rapid Re-Housing (RRH) and Permanent Supportive Housing (PSH). In 2020, 7,811 households experienced homelessness in Detroit, Hamtramck, and Highland Park, a 22% decrease from 2019. Of these households, 23% are chronically homeless, please refer to [HUD's Defining Chronically Homeless Final Rule for the definition of chronic homelessness](#) for more information. While Detroit's coordinated entry system, referred to as the Coordinated Assessment Model (CAM), was able to successfully divert 28% of all households from entering the homelessness system, the system had to respond to the needs of the other 72%.

Detroit's 2020 homeless response included 5,917 emergency shelter referrals and 546 referrals to permanent housing programs, of which 175 were RRH referrals and 371 were PSH referrals. To increase the number of households exiting to permanent housing, this NOFA seeks applications that will provide housing-focused services that result in permanent housing for households.

This NOFA also seeks providers that will incorporate and move the needle on the Community Values and Priorities listed in the next section. The priorities listed below were set to improve our system's performance and provide higher quality services that result in quickly ending homelessness for the households served. This includes decreasing the length of stay in emergency shelter (over 60 days since 2017) and increasing exits to permanent housing across all program types. Programs funded

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<sup>1</sup> Data shared in this section comes from the [2020 CAM Annual Report](#) and the [2020 Annual State of Homelessness Report](#)



through this NOFA should be able provide housing-focused services that will directly impact households ability to resolve their homelessness in the shortest timeframe possible.

## COMMUNITY VALUES AND PRIORITIES

The following goals and priorities were developed in partnership with the Detroit CoC. Projects that align with these values and priorities will be prioritized for funding.

### VALUES

- **Flexibility:** Programs must be able to adapt by consistently responding to emerging ideas and challenges. We must honor lived expertise by implementing new and innovative ideas proposed for and by our clients. Agencies should be able to problem solve issues quickly to meet client needs with little to no guidance.
- **Promoting Equity:** Demonstrate a commitment to equity by reducing barriers for community members experiencing marginalization; inclusive, transparent and thorough decision-making processes and communication led by persons with lived experience (PWLE); regular examination of equitable outcomes, and diverse leadership, not just representation, at all levels of work, including the board and committees.
- **Data Driven:** Transparent and open decision making, rooted in data that is disaggregated by race, whenever possible.
- **Collaboration and Partnerships:** Homelessness does not exist in a vacuum. To be successful, inclusiveness, engagement, collaboration and cross-systems partnership are required.
- **Continuous Improvement:** Commit to continuous learning and improving access to, and delivery of, services to meet client needs. Must be accountable to the clients served by having a transparent grievance process where issues can be solved in a timely matter.
- **Accessibility:** All persons have access to housing regardless of race, age, gender, sexual identity, sexual orientation, mental health, ability status, substance use, or any other factor that people may use to discriminate. All persons have the right to safe, affordable, and sustainable housing.

### FUNDING PRIORITIES

- **Enhance System Capacity:** Grow the network of agencies that are providing homeless services and receiving ESG/CDBG funding to increase the overall capacity of the system.
- **Lift Up Lived Experience:** As we look to community partners to explore solutions to end homelessness, we recommend the leadership of persons with lived experience (PWLE) to shape our discussion and direction. PWLE can provide expert guidance of what works best in our community and have consistently led the movement to end homelessness. Priority will be given to agencies that create roles or opportunities for PWLE to deliver program services, specifically positions with opportunity for linear promotion. Roles can include participation in focus groups and/or on the PWLE Advisory Board; serving as peer supports on program teams; or access to professional development opportunities within the organization.
- **Increased Housing Focus:** All programs must align with Housing First principles:
  - Shelters maintain low barriers with housing-focused case management services.
  - Enhance outreach and engagement beyond meeting basic needs by pairing street outreach with housing navigation for streamlined services.

- RRH and Prevention programs act urgently to quickly retain and/or house clients and have high-quality, tenant-centered housing search and stabilization services.
- **Improve Service Quality and Connections:**
  - Outreach, shelter, RRH, and prevention programs enhance connections to mainstream services, especially connections to mainstream benefits and health care (physical and behavioral).
  - Flexible, participant-driven and strengths-based service delivery.
- **Target Homelessness Prevention:** Prevention programs are targeted to those most [at risk of homelessness as defined by HUD](#) and prioritized through the Detroit CoC prevention screening tool. Prevention programs build upon existing diversion and eviction prevention efforts.
- **Improve and Use Data:** Improve all program/project internal capacity to collect and enter quality data in a timely matter and use that data to improve services.
- **Utilize Awarded Funding:** Agencies follow their approved budget and fully expend their awarded funding. Funding is strategically used to implement programs that meet the values outlined in this NOFA.

## GRIEVANCES

The City of Detroit is committed to funding high quality programming that serves clients with dignity and respect. As the City's homeless programs operate within the broader Detroit CoC, we have co-authored the [Detroit Continuum of Care Consumer Grievance Policy](#). As such, Homelessness Solutions staff, along with other funders, investigate alleged grievances against the agency. If substantiated, the agency may be required to provide additional staff training, update policies and procedures, and/or make building repairs. Mirroring last year's NOFA, the 22-23 NOFA will deduct one point per substantiated grievance, up to 6 points total. **Agencies should expect that in future NOFAs, additional weight will be placed on agencies with substantiated grievances. Dependent upon the number of grievances, it could result in an application not meeting the application threshold.** Agencies should take care to ensure that adequate staff training and an internal grievance process is in place to quickly and fairly address client complaints.

## ELIGIBLE ACTIVITIES

Homelessness Solutions funds must be used for the following activities: Street Outreach, Emergency Shelters including Warming Centers and Day Centers, Rapid Re-Housing, Prevention, and Data Collection. In order to ensure comprehensive services to those in housing crisis, these funds are to be used in combination with other federal, state, and local funds as part of a community-wide response to homelessness.

Funding can be used to support data collection managed at both the agency level and through the Detroit CoC's Lead entity, the Homeless Action Network of Detroit (HAND). HAND oversees and manages our community's Homeless Management Information System (HMIS), ensuring we have accurate information on who is homeless in our community, what their needs are, and what is working to address those needs. The Homeless Management Information System (HMIS) is a web-based database used by service organizations to collect and record information on the people they serve. This information is collected for people who are homeless and at-risk of homelessness. The use of the HMIS is federally mandated by the Department of Housing and Urban Development (HUD) for many

programs that receive HUD funding. Likewise, the Veterans Administration, the Michigan State Housing Development Authority, the State of Michigan Department of Human Services, and the City of Detroit require the use of HMIS for certain programs.

The City of Detroit's Homelessness Solutions funds help to build the infrastructure of the coordinated entry system. In keeping with the City's commitment to streamline homeless services through coordinated entry, we intend to award a portion of our total allocation to coordinated entry. As we are not the primary funder of this activity, the City will follow the community's decision-making process for coordinated entry funds. We understand that there is a robust evaluation of our coordinated entry system and its processes, including established performance metrics. If a new organization becomes the lead for coordinated entry, we will provide a commitment of grant funds to support their needs within the scope of what is allowable.

## **MATCH REQUIREMENTS**

In compliance with HUD's one-to-one ESG match requirements, the City intends to use CDBG Homeless Public Service funds to partially meet this requirement. Subrecipients may need to provide additional match to fulfill this obligation. ESG match must be expended on ESG-eligible activities and funding sources may include: cash contributions expended for allowable expenses and also non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-eligible activities during the period of the subrecipient agreement. Requirements for match funds are described in 24 CFR Section 576.201 of the ESG Interim Rule 1 and the requirements for documentation are in 24 CFR Section 576.500(o).

## **CONTINUOUS IMPROVEMENT COMMITMENT**

The City of Detroit and the Detroit CoC are committed to continuous improvement to meet the needs of residents in a housing crisis as effectively as possible. Continuous improvement efforts are monitored and tailored in a number of ways, including subrecipient monitoring, oversight of programmatic expectations, and collecting and tracking performance data. Two critical ways the City and the CoC work to monitor performance through data are the System Performance Measures and the Performance-Based Contracting explained below.

## **HUD SYSTEM PERFORMANCE MEASURES**

Our community's performance on HUD's identified System Performance Measures (SPMs) are an important driver of competitive HUD funding. The SPMs provide community-level data to assess how well a system is serving those experiencing homelessness. HUD looks at a broad range of metrics, including the number of new households entering homelessness, the length of time households experience homelessness, and exits to and retention of permanent housing. The SPM reports use the data entered into each community's Homeless Management Information System (HMIS) to determine how well the community is serving households experiencing homelessness. Included in Detroit's SPMs is data from clients served by ESG and CDBG programs funded through the City of Detroit. With that in mind, the City is focusing intently on both system-wide and subrecipient performance related to these system measures.

## PERFORMANCE BASED CONTRACTS

Despite fluctuations from year to year, it is important to note that since 2015, Detroit has seen an overall reduction in the number of households experiencing homelessness. This is an outstanding achievement, in large part due to the dedication of our homeless service providers. To support the continued reduction in homelessness, and strengthen the quality of SPMs, the City has generated community-level HMIS performance benchmarks. Awarded projects will enter into performance-based contracts with the City of Detroit.

The City shifted to performance-based contracts in the 2019-2020 program year to drive quality improvement in services and increase permanent housing outcomes. This change aligned with national best practice to use data for objective, transparent, and fair decision making. Shifting to performance-based contracts will continue to reduce homelessness by providing clients with high-quality services that ensure housing and long-term stability. Now, in the fourth year of implementation, performance-based contracts will require tracking performance against community performance measures and making improvements where necessary. Measures for each funded activity are outlined in the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs](#). Community performance benchmark methodology, measures, and goals by program type are detailed in Appendix C. Additional details on performance-based contracts and expectations will be outlined in award letters for projects funded through this NOFA.

# PART I: PROGRAM AND APPLICATION REQUIREMENTS

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The City intends to award approximately 5 million dollars in ESG and CDBG Homeless Public Service funds, contingent upon HUD's budget. Subrecipient funding requests should be for a minimum of \$100,000 to operate programs that are in compliance with ESG/CDBG funded activities. Funding will be awarded based on the quality and quantity of applications received and the needs of the Detroit CoC. The City reserves the right to increase or decrease the estimated allocations without notice if circumstances merit such an adjustment.

**Disclaimer:** The City of Detroit reserves all rights not expressly stated in this NOFA, including making no awards, awarding partial funding, increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other items of any contract resulting from this NOFA. The City reserves the right to cancel this NOFA or to reject, in whole or in part, any and all submissions received in response to this NOFA upon its determination that such cancellation or rejection is in the best interest of the City.

## SUBRECIPIENT GRANT TERM

ESG/CDBG awards are for 12-month grant terms. Unless otherwise noted, contracts for the 2022-2023 grant term will start on:

- Warming Centers: November 1, 2022
- All other program types: January 1, 2023

## SUBRECIPIENT EXPECTATIONS AND REQUIREMENTS

In accordance with 24 CFR 576.203 eligible applicants must be private, nonprofit, tax-exempt organizations that plan to provide Street Outreach, Navigation, Emergency Shelter, Warming Center, Day Center, Rapid Re-Housing, and/or Homelessness Prevention services. All subrecipients must:

- Record all client-related data and activity within 48 hours using the CoC-established HMIS, or a comparable database if serving survivors of domestic violence, and provide all required reporting including generating HUD ESG Consolidated Annual Performance and Evaluation Report (CAPER) and Annual Performance Report (APR);
- Participate in the CoC through CoC membership and respective program-specific workgroups and committees;
- Participate actively in Detroit's system-wide coordinated entry, the Coordinated Assessment Model (CAM), including taking all referrals through CAM;
- Provide services consistent with a Housing First and low-barrier approach; and
- Comply with all requirements in their subrecipient agreements and the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs](#).

Organizations that do not currently use the Detroit HMIS system to record client data on programs seeking funding through this NOFA must demonstrate participation in an HMIS system for at least one (1) full year through submission of **Form 1a** OR submit a data tracking plan (**Form 1b**) that demonstrates their ability to use HMIS successfully. See the NOFA attachments for form templates. For organizations serving survivors of domestic violence, the City must approve an HMIS-comparable database upon receipt of award notice; the comparable database must be able to generate the HUD mandated CAPER at least once per quarter during the grant term.

## **PROGRAM COMPONENTS AND ADDITIONAL INFORMATION**

This NOFA allows subrecipients to apply for Homelessness Solutions funding, which is a combination of CDBG and ESG funds. ESG funds may be used for five program components: street outreach, emergency shelter (including warming centers and day centers), homelessness prevention, rapid re-housing assistance, and data collection. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR 576.101 through § 576.107.

## STREET OUTREACH COMPONENT

**ATTENTION:** In the past, the City of Detroit separated basic needs Street Outreach and Housing Navigation into two separate programs. Based on the needs of those experiencing unsheltered homelessness, Street Outreach and Housing Navigation have been combined in this NOFA. **At minimum, each team is required to have 1 full time employee (FTE) for housing navigation. If your application is focused on navigation, you will be expected to respond to basic needs outreach requests during your hours of operation.** The newly combined component will be referred to as Street Outreach or Outreach in this document. Please see the sections below for more information.

### FUNDING PRIORITIES

Projects that align with the values and priorities outlined in the Introduction section will be prioritized for funding. A strong application would reflect the following:

- Case management that is client-centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits, such as income/employment and health;
- Demonstrated success in exits to permanent housing, with the understanding that households do not first require a shelter stay in order to obtain permanent housing;
- A strong mental health and crisis management service delivery model;
- Participant-driven, and strengths-based service delivery that goes beyond basic needs; and
- Flexibility to adjust schedule to meet the needs of those experiencing unsheltered homelessness.

### TARGET POPULATION

This component will support outreach and housing efforts for individuals and families experiencing unsheltered homelessness. Unsheltered homelessness is defined by the [Homeless Definition Final Rule](#), Category 1 (1)(i), Literally Homeless: (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation. Examples of places not meant for habitation include cars, parks, sidewalks, and abandoned buildings. Street outreach field efforts are to be focused primarily around a CoC defined list of hot spots and identified households through the use of the City's [Outreach Request Form](#). The City of Detroit seeks to ensure outreach services are accessible throughout the Detroit city limits. Clients will be assigned by the coordinated entry lead agency to street outreach teams. Outreach teams must serve households that are experiencing unsheltered chronic homelessness. For more detail on the definition of chronic homelessness, please see HUD's [Defining "Chronically Homeless" Final Rule](#).

### OUTREACH SCOPE OF SERVICES

The goal of outreach is to make connections to permanent and stable housing by utilizing tailored services and supports of a client's choice. Services include physical and behavioral health care, transportation, and access to mainstream benefits. All services must be offered using person-centered, trauma-informed care that is rooted in Housing First and harm reduction.

Outreach teams make primary engagements with unsheltered households in order to develop relationships and connect them with resources including shelter through CAM, substance use or mental health treatment, assist with obtaining vital documents as needed, connection to mainstream benefits, and access to permanent housing resources. A competitive application will include outreach activities outside of normal business hours, operate a minimum of 5 days a week, and include both basic needs outreach staff and navigation staff. Submitted budget must outline FTEs for basic needs outreach versus housing navigation. Outreach teams must demonstrate active participation in the chronic-by-name list (CBNL) process and be proactive in coordinating with the Detroit Police Department Neighborhood Police Officers (NPO) in the areas of service, as well as work with police to provide services to individuals in encampments as necessary.

Outreach teams are required to coordinate with the coordinated entry lead agency to coordinate shelter and housing referrals. Clients who meet the definition of chronically homeless should be prioritized for services. Teams will assist clients become “document ready” and move them into permanent housing. “Document ready” is defined as assisting clients with obtaining all documentation needed for obtaining permanent housing. Please refer to the [Client Information Face Sheet & Audit List](#) that can be found on CAM’s website for a checklist required documents. In addition, applicants must be available to respond to households experiencing unsheltered homelessness at any point during their scheduled shifts.

The City of Detroit will fund one outreach provider to be part of the Detroit Homeless Outreach Team (DHOT). This program was piloted in March 2021 and currently operates in the 3<sup>rd</sup> and 12<sup>th</sup> precincts of Detroit, with plans to expand the service area as needed. The program is a partnership with Detroit Wayne Integrated Health Network (DWHIN), Detroit Police Department (DPD), HRD, and the awarded outreach team. The program seeks to prevent future emergency services by having homeless outreach providers and mental health case managers jointly engage in street outreach. Currently, DHOT hours are Monday, Wednesday, and Friday from 4:00pm- 8:00pm, with the possibility of hours changing or expanding based on program needs. The awarded outreach team will conduct DHOT outreach together with the awarded DWHIN provider in coordination with DPD. The DHOT provider is required to participate in HMIS, in addition to other required data entry, and attend a weekly DHOT coordination meeting.

Finally, applicants are expected to mobilize a code blue response during extreme cold conditions as defined as:

- The temperature drops below 20 degrees Fahrenheit, or the wind chill falls below 0 degrees OR
- Ice storms or freezing rain; OR
- Snowstorm greater than 6 inches

## ELIGIBLE ACTIVITIES

The HUD ESG Program allows for six eligible activities funded under Outreach, however the City of Detroit focuses the bulk of the awards on four eligible activities: Engagement, Case Management, Data Entry (HMIS), and Transportation. More information can be found in the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs.](#) Applications should be mindful that their application reflects allowable expenses for these three activities.



Per the ESG Interim Rule, [24 CFR § 576.101](#), these activities are defined as:

### ENGAGEMENT

Engagement includes the costs of activities to locate, identify, and build relationships with persons experiencing unsheltered homelessness 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. These 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; and actively connecting and providing information and referrals to programs targeted to homeless people 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

Case Management includes the cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participants. Eligible services and activities include: using the centralized or coordinated assessment system as required under 24 CFR 576.400(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, coordinating medical care as needed, as well as achieving permanent housing stability.

### TRANSPORTATION

The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services, under this section. The costs of transporting persons experiencing unsheltered homelessness to emergency shelters or other service facilities are also eligible. These costs include the following:

1. The cost of a program participant's travel on public transportation
2. Mileage allowance for service workers to visit program participants, if service workers use their own vehicles
3. The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants. This includes the cost of gas, insurance, taxes, and maintenance for the vehicle
4. The cost of subrecipient staff time to accompany or assist program participants to use public transportation
5. Train or bus tokens, taxi or rideshare for program participant travel to and from medical care

### EMERGENCY HEALTH SERVICES

Eligible costs for Emergency Health Services are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered persons are living. ESG funds may be used

only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

### SERVICES FOR SPECIAL POPULATIONS

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible. The term "victim services" mean services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking. While all the activities listed above are allowable under HUD regulations, the City of Detroit's primary focus is engagement and case management to link unsheltered households with shelter, permanent housing, and other services.

### HMIS

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the CoC for the area, including the costs of:

- Purchasing or leasing computer hardware;
- Purchasing software or software licenses;
- Purchasing or leasing equipment, including telephones, fax machines, and furniture;
- Obtaining technical support;
- Leasing office space;
- Paying charges for electricity, gas, water, phone service, and high speed data transmission necessary to operate or contribute data to the HMIS;
- Paying salaries for operating HMIS, including:
  - Completing data entry;
  - Monitoring and reviewing data quality;
  - Completing data analysis;
  - Reporting to the HMIS Lead;
  - Training staff on using the HMIS or comparable database; and
  - Implementing and complying with HMIS requirements;
- Paying costs of staff travel to and attend HUD-sponsored and HUD-approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act;
- Paying staff travel costs to conduct intake; and
- Paying participation feeds charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the CoC to operate the area's HMIS.

### OUTREACH PERFORMANCE MEASURES

The City will require that all Outreach providers track their performance on the following measures:

- Percentage of households that exit to any sheltered destination (outreach);
- Percentage of households that meet the definition of chronic homelessness;
- Percentage of households that exit to a permanent housing destination.

# EMERGENCY SHELTER, WARMING CENTER, AND DAY CENTER COMPONENT

## FUNDING PRIORITIES

Projects that align with the values and priorities outlined in the Introduction section will be prioritized for funding. For example, preference will be given to shelter projects with:

- Facilities that provide overnight shelter;
- Strong housing-focused case management that is client-centered and trauma-informed;
- Demonstrated success in exits to permanent housing;
- Demonstrated success in connecting clients to mainstream benefits, such as income/employment and health, as shown through HMIS data;
- Onsite programs and amenities that go beyond basic needs. Examples include, but are not limited to, quiet spaces, learning labs, onsite health services, onsite employment services, etc.;
- Flexible, participant-driven, and strengths-based service delivery; and
- Shelters that don't require participants to leave the building during daytime hours.

## TARGET POPULATION

Funds under the Emergency Shelter component may be used to provide short-term emergency housing and/or drop-in day centers for homeless families and individuals experiencing homelessness, as defined by all categories of the [Homeless Definition Final Rule](#). Emergency Shelters cannot require occupants to sign leases or occupancy agreements.

Seasonal Emergency Shelters (Warming Centers) may also be provided to serve homeless families and individuals experiencing homelessness. This component with short-term emergency shelter operates as a first line of defense during freezing temperatures for those experiencing homelessness between the months of November and March.

Day shelters primary purpose is to provide temporary shelter for those experiencing homelessness in general or specific subpopulations, does not require occupants to sign leases or occupancy agreements, day shelters may be funded as emergency shelter with ESG funds. Each client served by the day shelter must be homeless, evaluated for eligibility and assistance needed in accordance with 24 CFR 576.401(a). Each client's eligibility and homeless status must be documented in accordance with the requirements in 24 CFR 576.500(b). Client and activity data must be entered into the local HMIS in accordance with the requirements in 24 CFR 576.400(f). The day shelter must follow the written standards required under 24 CFR 576.400(e) related to emergency shelters and essential services. Note: these are distinct from City of Detroit recreation centers brought online to operate as warming or cooling centers when an emergency need is declared due to weather conditions.

**Please note that facilities that provide overnight shelter will be prioritized for funding.**

## EMERGENCY SHELTER, WARMING CENTER, AND DAY CENTER SCOPE OF SERVICE

The goal of the shelter system is to provide a safe, accessible place to stay for those experiencing homelessness and to move them towards and into appropriate and stable permanent housing. Shelters achieve this ultimate goal by connecting homeless households with appropriate permanent housing resources, as well as community resources that will help them obtain or maintain housing. Case management services must be housing focused and offered at least once every 30 days.

Emergency Shelters and Warming Centers must be low-barrier and accept referrals without any screening criteria. This means that households cannot be screened out of shelter for substance use, mental health, disability, family composition, or gender identity. Additionally, all overnight facilities must take walk-ins after CAM operating hours. Any walk-in households must be referred to CAM the next business day.

The City will provide funding under the Emergency Shelter component to shelters and seasonal warming centers for eligible activities associated with the provision of essential services and shelter operations as outlined in the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs](#).

## ELIGIBLE ACTIVITIES

The HUD ESG Program allows a number of eligible activities as part of the essential services for individuals and families experiencing homelessness and residing in emergency shelters. For a comprehensive list of all eligible activities, please refer to the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs](#). However, the City of Detroit focuses the bulk of the awards on three eligible activities: Housing-Focused Case Management, Operations, and Data Entry (HMIS) over other activities.

## HOUSING-FOCUSED CASE MANAGEMENT

The goal of emergency shelter is to provide a safe environment for those in a housing crisis AND to ensure that services and support are provided that assist the person to moving into permanent housing. While HUD defines “essential services” widely, the City of Detroit requires all emergency shelters to provide the coordination of or direct housing-focused case management services to all persons experiencing homelessness being served by their agency. Eligible costs include the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participants. Shelter providers must ensure their case management ratio allows for the implementation of housing-focused case management. Housing-focused case management activities consist of:

- Using the centralized or coordinated assessment system as required under 24 CFR §576.400(d);
- Conducting the initial evaluation required under 24 CFR § 576.401(a), including verifying and documenting eligibility;
- Counseling;
- Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
- Monitoring and evaluating program participant progress;

- Providing information and referrals to other providers;
- Providing ongoing risk assessment and safety planning with victims of intimate partner violence, dating violence, sexual assault, and stalking;
- Developing an individualized housing and service plan, including planning a path to permanent housing stability;
- Assisting program participants in obtaining permanent housing and required documentation; and
- Case management services, such as housing plans and case notes, and documentation of case management activities in the client's chart and HMIS when applicable.

## SHELTER OPERATIONS

Eligible costs for shelter operations are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter.

## OUTPATIENT HEALTH SERVICES

Eligible costs for outpatient health services are for the direct outpatient treatment of medical conditions that are provided by licensed medical professionals. ESG funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and non-cosmetic dental care.

## SERVICES FOR SPECIAL POPULATIONS

ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1)(i) through (a)(1)(x) of 24 CFR 576.102. The term victim services mean services that assist program participants who are victims of intimate partner violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning intimate partner violence, dating violence, sexual assault, or stalking.

## HMIS

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area. **Please refer to page 18 for HMIS eligible costs.**

## EMERGENCY SHELTER, WARMING CENTER, AND DAY CENTER PERFORMANCE MEASURES:

The City will require that Emergency Shelter providers track their performance on the following measures:

- Shelter utilization must be at 90% according to the APR/ CAPER;
- Percentage of exits to a permanent housing destination.

# RAPID RE-HOUSING COMPONENT

## FUNDING PRIORITIES

Rapid Re-Housing projects that advance the City of Detroit’s commitment to end homelessness, rehouse vulnerable populations, and that align with the values and priorities outlined in the Introduction section will be prioritized for funding. Preference will be given to RRH projects with:

- A staffing structure designed specifically to support households experiencing homelessness (maximum case management ratio of 1:25);
- High-quality, tenant-centered housing search resources and experience;
- A demonstrated progressive engagement model;
- Strong housing-focused case management that is client-centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits, such as income / employment and health;
- Demonstrated success in exits to permanent housing;
- A direct connection to workforce development; and
- Flexible, participant-driven, and strengths-based service delivery.

## TARGET POPULATION

The RRH component is designed to serve individuals and families experiencing homelessness, as defined by categories 1 and 4 of the [Homeless Definition Final Rule](#). Rapid Re-Housing programs must serve only clients referred by the coordinated entry lead agency. It is important to note that not all households who qualify for Rapid Re-Housing assistance will receive it and that prioritization criteria have been established by the community to prioritize limited resources. Agencies must take care to ensure proper documentation is obtained and stored with agency and client files. **All eligible clients must be served without any additional participation requirements, targeting, or entry criteria.** The City will give preference to qualified applicants that have the flexibility to serve both families and individuals.

## RAPID RE-HOUSING SCOPE OF SERVICES

RRH program design should support the Detroit CoC’s commitment to end homelessness through the provision of low-barrier and Housing First approaches that quickly connect individuals and families experiencing homelessness to safe, affordable, and sustainable housing opportunities complemented by ongoing services that are designed to stabilize households and to prevent future returns to homelessness. Additionally, project design must address the unique needs of high-risk populations including older adults, racial and ethnic minorities, people with medical conditions, and people with disabilities. Please see [this resource](#) describing the core components of RRH.

While all RRH programs are expected to have a progressive engagement model, the City is seeking applications to fund **two different RRH program design models listed below**. Only one (1) award will be made for the Sheltered Housing Placement program. Applicant organizations may apply for one or more program models.

- **Standard RRH:** provision of housing search and responsive, person-centered financial assistance including housing startup costs, arrears payments, security deposits, rental

assistance, and housing stabilization services designed to provide each household referred with what it needs to exit homelessness and become stable in permanent housing.

- **Sheltered Housing Placement:** provide primarily housing search case management to those living in Detroit CoC emergency shelters. Households will be referred to the program through coordinated entry. The priority population for this program will be based on system needs and determined by the City, HAND, CAM, and the selected organization. Caseloads are expected to remain at a 1:25 ratio of case manager to client. The agency must have a strong working relationship with emergency shelters in the Detroit CoC and local landlords. Priority will be given to agencies that can be flexible in order to meet the needs of those in emergency shelters. Agencies will be required to spend a predetermined number of hours each week at each emergency shelter in the Detroit CoC depending on caseloads. Teams will be responsible for connecting emergency shelter clients to vital documents needed for permanent housing. Permanent housing includes: leasing up with a housing subsidy, units at fair market rent, or other stable housing options. The main focus of the program is to provide housing case management so that households quickly move out of emergency shelter. Financial assistance should be offered using a progressive engagement model and therefore only provided as needed to stabilize households in permanent housing.

## ELIGIBLE ACTIVITIES

### RENTAL ASSISTANCE

Rental Assistance funds will be used to provide short-term and medium-term rental assistance to support persons moving from a homeless situation into permanent, stable housing as indicated below:

- Short-term rental assistance – up to 3 months
  - Security Deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
- Medium-term rental assistance – 4 to 24 months
  - Security Deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
- Any combination of the above, as outlined in the [CoC Rapid Re-Housing Policies and Procedures](#).

### HOUSING RELOCATION AND STABILIZATION SERVICES

Funds will be used to support case management staff who will work with persons and/or households who are homeless to ensure long-term housing stability during the program and after the rental assistance term ends. Notwithstanding Housing First expectations, RRH projects are required to meet with project participants at least once monthly to help ensure long-term housing stability for the participant. Such services include providing participants with the necessary assessment and services to assist them with locating, moving into, and maintaining permanent housing, as well as developing a plan to assist the program participant to retain permanent housing after the ESG assistance ends. These funds may also be used to provide direct financial assistance to assist households who are experiencing homelessness with moving into housing as described below:

<b>Financial Assistance</b>	<b>Services</b>	<b>Other Eligible Costs</b>
<ul style="list-style-type: none"> <li>• Rental application fees</li> <li>• Security deposit</li> <li>• Last month's rent</li> <li>• Moving costs</li> <li>• Utility deposits</li> <li>• Utility payments</li> </ul>	<ul style="list-style-type: none"> <li>• Housing search and placement</li> <li>• Housing stability case management</li> <li>• Mediation</li> <li>• Legal services</li> <li>• Credit repair</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and facility cost</li> </ul>

All organizations providing Rapid Re-Housing will need to follow local expectations outlined in the [CoC Rapid Re-Housing Policies and Procedures](#).

**HMIS**

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area. **Please refer to page 18 for HMIS eligible costs.**

**RAPID RE-HOUSING PERFORMANCE MEASURES**

The City will require that Rapid Re-Housing providers track their performance on the following measures:

- Average length of time (days) to move households into housing from program entry;
- Percentage of households who exit to a permanent housing destination;
- Percentage of households that exit within 180 days of program entry\*

\*The City will continue to monitor both program and system level performance on this benchmark. The City will inform programs prior to the contract start date if they will be measured on this benchmark.



# HOMELESS PREVENTION COMPONENT

## FUNDING PRIORITIES

Projects that advance the City of Detroit’s commitment to end homelessness, seek to prevent homelessness among vulnerable populations, and align with the values and priorities outlined in the Introduction section will be prioritized for funding. Preference will be given to Homeless Prevention projects with:

- High-quality, tenant-centered housing search resources and experience;
- Strong housing-focused case management that is client-centered and trauma-informed;
- Demonstrated success in connecting clients to mainstream benefits such as income/employment, education, training and health care;
- Demonstrate a progressive engagement model;
- Demonstrated success in exits to financially sustainable permanent housing;
- Direct connection to workforce development;
- Agencies that can work with clients that are doubled-up and can assist with relocation;
- Agencies must demonstrate the ability to perform all the core components of prevention: rental assistance and housing relocation and stabilization; and
- Flexible, participant-driven, and strengths-based service delivery.

## TARGET POPULATION

The Homelessness Prevention component provides eligible financial assistance and support services to prevent homelessness for qualified program participants as defined by categories 2, 3 and 4 of the [Homeless Definition Final Rule](#), also found in Appendix A and have an annual income at or below 30% of area median income for the area as determined and defined by HUD. Agencies must take care to ensure proper documentation is obtained and stored with agency and client files. Prevention programs may only serve clients referred by the coordinated entry system or approved by the City of Detroit.

## HOMELESS PREVENTION SCOPE OF SERVICE

Homeless Prevention assistance is only allowable to the extent that the assistance is necessary to help program participants regain stability in their current permanent housing or achieve stability by moving into other permanent housing. The City of Detroit’s preference is for providers to serve clients with a “light touch” in order to reach more households experiencing housing crises however agencies are allowed to serve clients up to the regulatory limits.

Based upon assessed local need and identified local priority, the City will require that Homelessness Prevention providers:

- Serve all eligible clients without additional entry criteria or participation requirements;
- Be able to serve doubled-up households (non-leaseholders);
- Coordinate with mainstream services, including but not limited to Michigan Department of Health and Human Services (MDHHS) and the 36th District Court; and
- Conduct habitability inspections and lead compliance as required.

Eligible homeless prevention support service activities or programs are designed to prevent an incidence of homelessness or housing instability. Funds may be used for the operations and direct financial assistance associated with the two (2) Homeless Prevention activities described below.

**Additional HUD requirements emphasized by the City:**

- Assistance must be provided in accordance with the housing relocation and stabilization services requirements in 24 CFR 576.105, the short- and medium-term rental assistance requirements in 24 CFR 576.106, and the written standards and procedures established under 24 CFR 576.400;
- Program participants receiving rental assistance must have a legally binding written lease for the rental unit, unless the assistance is solely for rental arrears. The lease must be in the participant’s name and the participant must retain the lease in the same name once they exit the program; and
- Subrecipients are required to have a rental assistance agreement with owners of the units housing program participants. Subrecipients may make rental assistance payments only to an owner with whom the recipient or subrecipient has entered into a rental assistance agreement.

## ELIGIBLE ACTIVITIES

### RENTAL ASSISTANCE

Rental Assistance funds may be used to provide One-Time Assistance, Short-Term, or Medium-Term Rental Assistance to assist persons with maintaining their current housing or securing alternative housing to prevent experiencing homelessness. To familiarize yourself with local expectations, please refer to the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs](#). Rental assistance funds that may be provided can include:

- One-Time Assistance:
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Payment of security deposit and / or First month’s rent (one-time payment of up to 1.5 month’s rent)
- Short-Term Rental Assistance:
  - Security deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Short-term rental assistance (up to 3 months)
- Medium-Term Rental Assistance:
  - Security deposits
  - Payment of rental arrears (one-time payment, up to 6 months) including any late fees on those arrears
  - Medium-term rental assistance (4-24 months)
- Combination of Short- or Medium-Term Rental Assistance, as outlined as allowed by the [Policies and Procedures Manual for Community Development Block Grant \(CDBG\) and Emergency Solutions Grants \(ESG\) Homeless Programs](#).

## HOUSING RELOCATION AND STABILIZATION SERVICES

Housing relocation and stabilization services will be used to support case management staff who will work with Prevention participants to ensure long-term housing stability after the assistance ends. Such services will include meeting with households regularly, providing participants with the necessary assessment, and services to assist them with locating, moving into, and/or maintaining permanent housing. These funds may also be used to provide direct financial assistance to households who are at risk of experiencing homelessness as described below:

Financial Assistance	Services	Other Eligible Costs
<ul style="list-style-type: none"> <li>• Rental application fees</li> <li>• Security deposit</li> <li>• Last month's rent</li> <li>• Moving costs</li> <li>• Utility deposits</li> <li>• Utility payments</li> </ul>	<ul style="list-style-type: none"> <li>• Housing search and placement</li> <li>• Housing stability case management</li> <li>• Mediation</li> <li>• Legal services</li> <li>• Credit repair</li> </ul>	<ul style="list-style-type: none"> <li>• Staff and facility cost</li> <li>• Related financial assistance associated with provision prevention</li> </ul>

## HMIS

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area. **Please refer to page 18 for HMIS eligible costs.**

## HOMELESS PREVENTION PERFORMANCE MEASURES

The City will require that all Homeless Prevention providers track their performance on the following measures:

- Percent of clients in the program for three months or less\*;
- Percentage of clients who exit to a permanent housing destination;

\*The City will continue to monitor both program and system level performance on this benchmark. The City will inform programs prior to the contract start date if they will be measured on this benchmark. Additional performance benchmarks may be created in 2022 and if so, will be communicated prior to the contract start date.

## **INELIGIBLE ACTIVITIES FOR ALL COMPONENTS**

Activities and expenses that are NOT deemed eligible for reimbursement under the Homelessness Solutions program include:

- Staff recruitment;
- Facilities/equipment depreciation;
- Costs associated with the operation of the parent organization other than those associated with funded ESG/CDBG specific program;
- Costs associated with organizational outreach, advertisements, pamphlets, surveys, etc.;
- Staff training (except ESG-CDBG eligible activities), entertainment, conferences or retreats;
- Public relations, advertising or fundraising expense;
- Payments for bad debts/late fees;
- Mortgage assistance/payments for program participants;
- Subrecipient mortgage/debt service;
- Indirect organizational costs, if an Indirect Cost Plan has not been accepted by the City prior to execution of the contract; and
- Rental assistance in any unit in which the subrecipient or subsidiary has one percent (1%) or more ownership interest in the property

## ALLOWABLE COSTS AT A GLANCE

	Street Outreach + Navigation	Emergency Shelters, Warming Centers, Day Shelters		Rapid Re-Housing + Prevention		
	Essential Services	Essential Services	Shelter Operation	Housing Relocation & Stabilization - Financial Assistance	Housing Relocation & Stabilization - Services	Rental Assistance
<b>Account Title</b>						
<b>Program Salary</b>	X	X	X		X	
<b>Payroll Taxes</b>	X	X	X		X	
<b>Fringe Benefits</b>	X	X	X		X	
<b>Maintenance (Minor or Routine)</b>	X	X	X		X	
<b>Rent</b>	X	X	X		X	
<b>Security</b>	X	X	X		X	
<b>Utilities (including fuel)</b>	X	X	X		X	
<b>Equipment/ Furnishings</b>	X	X	X		X	
<b>Printing</b>	X	X	X		X	
<b>Food</b>			X			
<b>Supplies</b>	X	X	X		X	
<b>Insurance</b>	X	X	X		X	
<b>Staff Travel</b>	X	X	X		X	
<b>Telephone</b>	X	X	X		X	
<b>Internet Service</b>	X	X	X		X	
<b>Program Contractual Services</b>	X	X	X		X	
<b>Client Level Assistance</b>	Includes costs related to client transportation & obtaining client primary documents (ID & birth certificate)	Includes costs related to client transportation & obtaining client primary documents (ID & birth certificate)		Includes financial assistance for rental application fees, security deposits, last month's rent, moving costs, utility deposits, and utility payments	Includes client primary documents such as IDs and birth certificates.	Includes short- and medium-term rental assistance + rental arrears
<b>HMIS - Data Collection</b>	X		X		X	
<b>Indirect Costs</b>	No more than 10% of total grant award					

Please see HUD's [Emergency Solutions Grants \(ESG\) Program Components Quick Reference](#) for additional information.

# APPLICATION INSTRUCTIONS

## APPLICATION REQUIREMENTS

In order for an application to be accepted, the application MUST:

- Meet threshold criteria (as outlined in Part I, Section B, page 34)
- Include the submission of Part II of this application
- Include all applicable forms and attachments (listed in the Checklist section of this document)
- Meet the required deadline of May 9, 2022 by 1:00pm.

**Please note:** The City requires only **one application per organization**, even when applicants are seeking funding for multiple components. Applications that do not meet threshold criteria (see Part II, Section B, page 34) or that do not meet the deadline will not be accepted.

Applicants must upload attachments and forms per the following instructions. **Failure to upload and / or use the correct naming convention will result in a one-point reduction per attachment.**

- Each form and attachment must be uploaded individually (**do not submit all attachments in one PDF**)
- Each form and attachment must be clearly marked with the form or attachment number and document title as written on the attached document checklist (e.g. “A3 IRS Letter”)
- Each form and attachment’s file name must follow the same naming convention (e.g. A3 IRS Letter).
- The application must be uploaded in Microsoft Word Format
- Form 4: Application Budget and Narrative must be uploaded in Microsoft Excel Format
- Form 5: Outcome Calculation Workbook must be uploaded in Microsoft Excel Format

## SUBMISSION METHOD

Agencies must submit their applications through Oracle. To register through Oracle please go [here](#). A tutorial on this process can be found [here](#). Additional instructions for Oracle can be found on the City’s website at <https://detroitmi.gov/supplier>. **Please note that you must use a Firefox or Chrome web browser; the Supplier Portal does NOT work well with Internet Explorer.**

Applications must be uploaded into the Oracle system and time stamped no later than 1:00pm on May 9, 2022. Applicants are strongly encouraged to submit applications before the deadline to allow time for resolving any technical difficulties. Late submissions will not be accepted.

## TIMELINE

2022-2023 ESG/CDBG NOFA application submission deadline is 1:00pm on May 9, 2022, in Supplier Portal- Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Applications will not be accepted after this time and date. **Mailed, faxed or emailed copies of the application will not be accepted.**

## COMPLETENESS

**The City will not contact organizations for missing information.** All applications meeting the threshold will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall application score and / or result in total disqualification of an application.

**Organizations are encouraged to begin uploading all required documents prior to the deadline to ensure adequate time to address any technical challenges.**

Any questions regarding application content or process must be submitted via Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Prior to submitting questions in oracle, please review the 2022-2023 Homelessness Solutions NOFA FAQ posted in the Oracle system. The City will provide technical assistance workshops upon release of the application.

## PROCUREMENT AND NON-DISCRIMINATION NOTICE

The City Office of Contracting and Procurement solicitation meets 2 CFR 200 standards for procurement by competitive applications. The City does not discriminate on the basis of race, color, religious beliefs, national origin, age, marital status, disability, public benefit status, sex, sexual orientation, or gender identity or expression. Complaints may be filed with the Civil Rights, Inclusion, & Opportunity Department (Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226, (313) 224-4950, [crio@detroitmi.gov](mailto:crio@detroitmi.gov))

## GRIEVANCE, APPEALS, AND TERMINATION PROCEDURES

The City Council/Housing and Revitalization Department (HRD) Homelessness Solutions appeal hearing will serve as a formal opportunity for applicants not recommended for funding to appeal the funding recommendation made to City Council. All applicants who applied for funding will receive notification of the date, time, and location for the Appeals Hearing. **Appeals may only be made by those organizations that were not recommended for funding.** Appeals are to be made in writing using the attached **Form 7**. The form is to be submitted on the day of the hearing at the registration table. Organizations are asked to retain a copy of the form for your records. Final decisions will not be made on the day of the appeal, but they will be addressed during the City Council's subsequent deliberations. Any applicant making an appeal after The Hearing of Appeals or desiring to appeal the subsequent decisions of the City Council may make such an appeal in writing through the Office of the City Clerk utilizing the normal petition process.

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this NOFA, the City's policies, and / or the subrecipient agreement. The termination will follow due process to protect subrecipients' rights based on the City's Grievance and / or written policies, subject to the department director's approval.

## REVIEW AND SCORING OF APPLICATIONS

Renewal and new applicants can use the appropriate review and scoring grids on the following pages to understand how submitted applications will be reviewed and scored. **All funding decisions are made at the discretion of the City and subject to competition and funding availability.**

**Please note: Meeting threshold does not guarantee funding.**

# APPLICATION SCORING GRID

The following is an overview of the scoring criteria for each section of the application. A competitive application will reflect the scoring criteria outlined below.

Application Section and Scoring Criteria	Points Possible
<p><b>1. Organization Experience and Capacity in Addressing Homelessness</b></p> <ul style="list-style-type: none"> <li>a. Detailed responses that demonstrate the organization’s ability to provide comprehensive services to Detroiters experiencing homelessness.</li> <li>b. Provide history and experience in offering the programs that the organization is applying for (e.g: street outreach, emergency shelter, etc.).</li> <li>c. Organization understands and aligns with the values and priorities outlined in this NOFA.</li> <li>d. Demonstrated commitment to the population they serve by lifting up the voices of those with lived experience of homelessness. Organization ensures these voices are heard through their Board of Directors, leadership, and program staff.</li> <li>e. Applicant demonstrates commitment to the Detroit CoC by actively participating in relevant meetings.</li> <li>f. Program staff are provided with adequate training to ensure program success. Trainings offered to agency staff are in alignment with the <a href="#">City of Detroit Policies and Procedures Manual for Community Development Block Grant (CDBG) and Emergency Solutions Grants (ESG) Homeless Programs.</a></li> <li>g. Organization has the capacity to enter complete and accurate data in accordance with HUD’s <a href="#">HMIS Data Standards</a> in a timely matter, including utilizing HMIS to submit required reports for the grant.</li> </ul>	25
<p><b>2. Financial Capacity to Manage City of Detroit Grants</b></p> <ul style="list-style-type: none"> <li>a. Applicant has the proper staff in place to oversee HUD grants and comply with financial requirements.</li> <li>b. Organization has other committed funding sources to use as match and to ensure program is fully operable.</li> <li>c. Organization is in good standing with HUD, IRS, and the City of Detroit. Any past audit findings were corrected in a timely matter.</li> <li>d. Proof of operating budget and profit and loss statement is attached.</li> <li>e. Renewal applicants have a demonstrated history of submitting reimbursement packets on time every month and the ability to spend down grants completely by the end of the grant term.</li> </ul>	25



<p><b>3. Application Budget and Narrative</b></p> <ul style="list-style-type: none"> <li>a. Budget and narrative are complete and accurate.</li> <li>b. Only eligible expenses are included.</li> <li>c. Budget reflects the program described in application narrative.</li> <li>d. Detailed narrative filled out for every line item.</li> <li>e. Match funding amount is included.</li> </ul>	20	
<p><b>4. Implementation Plan by Program Component</b></p> <ul style="list-style-type: none"> <li>a. Program reflects the values and priorities outlined in this NOFA.</li> <li>b. All responses are complete, detailed, and answer all parts of the prompts.</li> <li>c. Demonstrated commitment to Housing First and low-barrier practices.</li> <li>d. Narrative responses reflect organization’s policies and procedures.</li> </ul>	50	
<p><b>5. Performance Benchmarks</b></p> <ul style="list-style-type: none"> <li>a. Applications will be scored based on ability to meet 20-21 contract performance benchmarks using 2021 HMIS data. Varies by program type.</li> </ul>	20	
<p><b>6. Substantiated Grievances and Contract Violations</b></p> <ul style="list-style-type: none"> <li>a. One point will be subtracted for each grievance, up to -6 points, that happened in 2021 and was substantiated by March 31, 2022, as well as each contract violation that was given in 2021. Substantiated grievances stemming from agency-wide issues as determined by the grievance committee will count against each project application. Grievances from individual programs will only impact that particular project application. Refer to page 10 in Part I for additional context.</li> </ul>	-1 point for each (max -6 points)	
<p><b>7. Application Attachments</b></p> <ul style="list-style-type: none"> <li>a. All required attachments are uploaded, complete, and labeled correctly.</li> <li>b. Note: each attachment that is incorrectly labeled will result in a .5 point deduction and all missing or incomplete attachments will result in a 1 point deduction</li> </ul>	-.5/-1 point for each	
<b>Total Possible Points</b>		<b>140</b>

## FUNDING RECOMMENDATIONS

**Agencies must meet the threshold criteria of 80% to be consider for funding.** Funding consideration will take into account the overall score, with higher scoring applications having the potential to be recommended for higher amounts of funding. When determining funding, the following factors are taken into consideration: overall application score, funding amount requested, funding amount in previous years (if applicable), and past recaptured funds (if applicable). **Meeting threshold does not guarantee funding.**

# APPLICATION PART I: AGENCY INFORMATION

## A. APPLICATION COVER SHEET

1. Applicant Organization Legal Name (must match DUNS #):
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No
11. Number of employees in your agency:
12. Number of agency employees that reside in the City of Detroit:
13. Complete table below with all **current** City HRD Homelessness Solutions programs you are actively working to spend down in the 2022 calendar year. Include grants funded by ESG, CDBG, ESG-CV, and CDBG-CV; add rows as needed. If you were granted an extension to spend down a prior years grant through 12/31/21, be sure to include those programs as well. An example is listed in the first row (you may delete this example and use this row). Mark N/A (not applicable) in the first row if you currently do not receive Homelessness Solutions funds.

Funded Program Component	Population(s) Served	20-21 Total Funding Amount	Contract Term
<i>Ex: Emergency Shelter</i>	<i>Ex: Families</i>	<i>Ex: \$400,000</i>	<i>Ex: 1/1/21- 12/31/21</i>

14. For any applications you are submitting under this NOFA, complete the table below. An example is listed in the first row (you may delete this example and use this row).

Program Component	New or Renewal Project?	Population(s) Served	Requested Amount
<i>Ex: RRH</i>	<i>Ex: Renewal</i>	<i>Ex: Youth</i>	<i>Ex: \$350,000</i>

## B. THRESHOLD REQUIREMENTS

**All applications must meet the following basic eligibility requirements in order to be accepted and considered for funding.** If the application does not meet the following threshold requirements, the application will not be reviewed or scored.

**Please note:** New applicants are defined as not having been awarded 2021-2022 Homelessness Solutions funds.

1. Submit a complete application on time in response to this NOFA for FY 2022-2023 funding. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item.
2. At least one person that has experienced homelessness is represented on the applicant agency's Board of Directors or agree to comply if awarded funds. This person must be clearly marked on the Board of Directors Roster, evidenced in **Attachment 1** or if unable to disclose the person's name, you may submit a verification letter.
3. Attach Board of Directors meeting schedule for the 2022 calendar year as **Attachment 2**.
4. Demonstrate current capacity to enter quality data in the Detroit HMIS system OR pre-approved comparable database if serving survivors of domestic violence by providing a copy of an APR generated from the Detroit HMIS or CAPER from a pre-approved comparable database. This should be submitted as **Attachment 7**.
5. **For new applicants only:** If the applying organization has participated in another HMIS system verify at least one year of participation in **Form 1a**. If the agency does not currently enter data into a HMIS system, use **Form 1b** to provide a plan to begin data entry in the Detroit HMIS.
6. Agency must have the financial capacity to pay for programmatic and administrative expenses up front due to this award being funded through cost reimbursement. Submit **Form 2** as proof of this financial capacity.
7. Agency must have an active System for Award Management (SAM) registration and be in good standing. Agencies must show proof of their current SAM registration in **Attachment 15**.
8. **New applicants only:** Demonstrate proof in **Attachment 3** that the agency is a private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. See Forms and Attachments Checklist for additional details.
9. **New applicants only:** Applicant has at least two (2) years of experience serving vulnerable populations with public or private funding. If this is your organization's first time applying for Homelessness Solutions ESG/CDBG, demonstrate through a submission of an award letter(s), which is **Attachment 4** (see Forms and Attachments Checklist for details).
10. **New applicants only:** Submit your most recent annual report using **Attachment 6**.

## C. NARRATIVE QUESTIONS

**Important:** Applicants must complete all narrative questions in this section under 1. Organizational Experience; 2. Financial Capacity; and 3. Project Component Information narrative questions in Part II below. **Please limit your response to each question to 200 words or fewer. Failure to do so will result in a reduction in points.**

### ORGANIZATIONAL EXPERIENCE AND CAPACITY IN ADDRESSING HOMELESSNESS

(25 possible points) 200 words or fewer per question

<p>1. Briefly describe your organization’s mission and experience providing homeless services. <b>Include experience with each program type for which you are applying for.</b> Example: if you are applying for Street Outreach and RRH, provide your experience providing those specific program types. Highlight an example of an area of successful service in your organization, as well as an area of work where your team has struggled or failed.</p> <p><b>New applicants-</b> If your organization does not have experience serving homeless individuals and/or families in Detroit, please describe why your organization should be considered for homeless services funding. Include your most recent Annual Report as <b>Attachment 6</b>.</p>
<p>2. Briefly describe how HS funds will contribute to Detroit’s CoC’s goal to make homelessness rare, brief, and non-recurring. Use agency/program data to support your response.</p>
<p>3. How does your organization’s values align with the values outlined in the Introduction section? Use specific examples of how these values are used in the organization’s structure, policies, delivery of services, or client outcomes.</p>
<p>4. Discuss your agency’s grievance process, how you incorporate grievances into programmatic changes, and quickly work to resolve grievances. Attach grievance policy in <b>Attachment 20</b>.</p>
<p>5. Provide an example of a grievance received, how you investigated the grievance, and the outcome for the client(s). If the outcome was not positive, explain how this has informed changes in policy and practice within your organization.</p>
<p>6. Describe how your agency has incorporated trainings and evidence-based practices into program delivery. Show proof of staff training in <b>Attachment 16</b>.</p>
<p>7. List the staff from your agency that attended CoC General Membership meetings in 2021.</p> <p>Is your agency currently a CoC voting member? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>List the CoC committee(s) and your staff that participated during 2021. Note: a list of CoC committees can be found on pages 11 and 12 of the <a href="#">Detroit CoC Governance Charter</a>.</p> <p>If your agency is not actively involved in Detroit CoC General Membership meetings or Committees, provide a plan for involvement for the 2023 calendar year.</p>

8. Are there any vacant positions on your Board of Directors?  
 Yes  No  
 If yes, how long have those positions been vacant and what is your plan to fill these vacancies?

9. Using the report included in **Attachment 7**, input the demographic information in the chart that follows. All applicants are required to complete this question.

Element	Count
Total Number of Persons Served	
Total Number of Chronically Homeless Persons	
Number of Veterans	
Number of Households Served:	
Without Children	
With Children and Adults	
With Only Children	
Gender of Adults and Children	
Sum Adults + Children - Male	
Sum Adults + Children - Female	
Sum of Adults + Children – No Single Gender, Questioning, Transgender	
Age	
Under 5	
5-12	
13-17	
18-24	
25-34	
35-44	
45-54	
55-61	
62+	
Race	
White	
Black, African American, or African	
Asian or Asian American	
American Indian, Alaska Native, or Indigenous	
Native Hawaiian or Pacific Islander	
Multiple Races	
Ethnicity	
Non-Hispanic/Non-Latin(a)(o)(x)	
Hispanic/Non-Latin(a)(o)(x)	

10. How has your organization’s leadership and board incorporated the perspectives of the clients served outlined in #8 above to promote positive housing outcomes? What percentage of your

leadership and board members have lived experience of homelessness? Provide an example of the process by which clients influence or lead the shaping of client services that promotes positive housing outcomes.

11. How does the agency create employment opportunities within your organization for persons with lived experience at both the leadership and frontline roles? Outline your strategy including steps to provide opportunities for job promotions for persons with lived expertise.

12. HMIS Capacity: Does your agency currently enter data into HMIS or a pre-approved comparable database for the projects you are requesting 22-23 HS funding to support?

Yes  No

If no, please complete **Form 1b** to describe your HMIS onboarding process to ensure accurate data entry.

If yes - complete the chart below using the report submitted in **Attachment 7**

Data Element	% of Error Rate
<b>Q6a: Data Quality: Personally Identifiable Information</b>	
Data Element	% of Error Rate
Name (3.1)	
SSN (3.2)	
Date of Birth (3.3)	
Race (3.4)	
Ethnicity (3.5)	
Gender (3.6)	
<b>Q6b: Data Quality: Universal Data Elements</b>	
Data Element	% of Error Rate
Veteran Status (3.7)	
Project Start Date (3.10)	
Relationship to Head of Household (3.15)	
Client Location (3.16)	
Disabling Condition (3.8)	
<b>Q6c: Data Quality: Income and Housing Data Quality</b>	
Data Element	% of Error Rate
Destination (3.12)	
<b>Q6d: Data Quality: Chronic Homelessness</b>	
Entering into project type	% of records unable to calculate
Total	

13. How will you ensure that your agency adheres to submitting monthly accomplishment, quarterly performance measure, and annual reporting, including the CAPER and any other data requirements?

## FINANCIAL CAPACITY TO MANAGE CITY OF DETROIT GRANTS

(25 possible points) 200 words or fewer per question

<p>1. Describe the financial management processes, procedures, and staff in place to oversee HUD-funded programs, operations, and administration.</p>
<p>2. How will Homelessness Solutions funding meet the gap that your agency's other funding sources are not able to meet? Describe how HS funding will be used to improve service delivery and client outcomes.</p>
<p>3. Did your organization expend more than \$750,000 in federal funds within the last year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Submit documentation of a completed single audit as <b>Attachment 8</b> with your application submission.</p>
<p>4. Other Financial Attachments:</p> <p>You are required to submit your current year's organizational budget and most recent Profit and Loss Statement as <b>Attachment 9</b>.</p> <p>Also, submit any additional budgets for outside funding that will support the program you are applying for, i.e. MDHHS Emergency Shelter Program budget as <b>Attachment 11</b>.</p>
<p>5. Include any audit or audit findings that have arisen in the past five (5) years and their subsequent resolution or status.</p> <p>Check all applicable:</p> <ul style="list-style-type: none"><li>• Behind on 990 Filings: <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Unresolved IRS Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Outstanding Federal or State audit findings, regardless of funding source, or closed audit findings demonstrating significant fraud or misuse of funds: <input type="checkbox"/> Yes <input type="checkbox"/> No</li><li>• Overdue corrective action responses from the City of Detroit HRD or Office of the Control audits: <input type="checkbox"/> Yes <input type="checkbox"/> No</li></ul> <p>*If the answer was "Yes" to any of the items above, explain below. Attach supporting documentation in <b>Attachment 10</b> to demonstrate resolution of the situation.</p>
<p>6. Describe the systems your organization will use to record staff time and activities in order to ensure accurate billing of eligible activities. Per 2 CFR 200, all staff time billed to a HUD grant must be supported with staff time sheets or certifications.</p>
<p>7. Does your agency currently receive Homelessness Solutions funds to support one or more program components? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Describe how you have or will ensure timely submission of complete monthly invoices packet? What processes will you put in place to ensure this occurs?</p>

**Please note:** Agencies will be scored on both their narrative response and their history of reimbursement packet submission to [hsbilling@detroitmi.gov](mailto:hsbilling@detroitmi.gov).

8. Did your agency expend all awarded funds in 2020-2021 program year?  Yes  No

If no, did you provide notice to your HS program manager?  Yes  No

How will you ensure that if awarded you will expend all funding received during the contract period?

**Please note:** Agencies will be scored on both their narrative response and documentation of funding recapture.



# PART II APPLICATION: IMPLEMENTATION PLAN BY COMPONENT

**Important:** All applicants must complete all narrative questions in the prior Part I section AND the applicable component narrative questions below. **Applications requesting funding for several programs or locations must include a separate response for each program or location.** Copy and paste the component questions and Performance Benchmarks grid and then clearly label the response by the program name. **Please limit your response to each question to 200 words or fewer. Failure to do so will result in a deduction in points.**

# STREET OUTREACH COMPONENT

(50 possible points)

**Important:** Applications requesting funding for several programs or locations must include a separate response for each program or location. Copy and paste the component questions and Performance Benchmarks grid and then clearly label the response by the program name. You must respond in 200 words or fewer per question.

**Program Name:**

**Project Type:**  New Applicant\*     Renewal Applicant\*\*

*\*If you received Outreach or Navigation in 21'22: Mark "Renewal Applicant"*

*\*\*If you were not funded by the City in 21'22 for Outreach or Navigation: Mark "New"*

1. Briefly describe your proposed project, including what services and activities will be provided. **New this year:** all outreach teams will be required to provide at minimum 1 FTE of outreach housing navigation.
2. How do you incorporate persons with lived expertise in the service delivery model of the program? If you don't currently employ persons with lived experience, what is your plan to incorporate lived experience into program delivery within 90 days of the contract start date?
3. **Renewal applicants:** Submit annual APR using **Attachment 12**. Using 6e - Data Quality: Timeliness on the APR, what percentage of your data entry is 4 days or more? What is your plan to enter data in a timely matter in 22-23?  
  
**New applicants:** how will you ensure you are entering data within 48 hours a client's entry/exit?
4. How will you monitor your team's progress toward meeting the 22-23 street outreach benchmarks? Describe how you will course correct to meet expectations, if needed.  
  
For new applicants and renewal applicants that have never provided navigation: As we are combining street outreach and navigation, describe how you will meet the navigation specific performance benchmarks for 22-23.
5. Complete the charts below with detail on the program days and hours of operation that the team funded by this grant will maintain. **At minimum, each team must consist of one full time employee (FTE) for basic needs street outreach and one FTE for navigation.** *Note: programs that are available for a minimum of 5 days per week, 8 hours per day with hours outside of normal business hours, will be awarded a higher number of points.*

Proposed Outreach Schedule		
	Basic Needs Street Outreach	Navigation
<b>Sunday</b>		
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		

<b>Thursday</b>		
<b>Friday</b>		
<b>Saturday</b>		
<b>Sunday</b>		

6. How will team members coordinate with other outreach teams as applicable?

7. Are you willing and able to provide outreach services with the DHOT team (see page 15)?  
 Yes  No  
 If yes, explain you experience coordinating with the Detroit Police Department and behavioral health services.  
  
 If no, skip this question.

8. How will team members coordinate with mainstream resources such as behavioral/ physical health, employment, and income benefits?

9. How will your outreach team mobilize and respond during Code Blue situations? Please refer to the “Scope of Services” Street Outreach Component section on page 16 for the definition of Code Blue.

10. How does your team ensure clients have the needed assessments (i.e. VI-SPDAT, F-VI-SPDAT, TA-VI-SPDAT, or SPDAT) in order to have access to housing referrals? How will you ensure that your navigation staff complete these assessments in a timely manner?

11. If you operate additional outreach programs not funded through the City of Detroit, how will you show clear division between the different outreach programs both programmatically and financially?

12. What is your navigation staff to client ratio?

13. Describe how your team will ensure clients are connected to available CoC housing resources such as HCV, RRH, and PSH. Please refer to the [Client Information Face Sheet & Audit List](#) for getting clients “document ready” for PSH referral.

14. Did your agency participate in CoC Outreach workgroup meetings during the 2021 Calendar Year?  Yes  No  
  
 If yes, share the names of the staff that participated.  
  
 If no, how will you ensure that outreach staff participate in CoC Outreach Workgroup meetings in the 2023 calendar year?

15. Did your outreach team respond to HRD’s outreach requests during the 2021 Calendar Year?  
 Yes  No  
  
 If yes, how many?

If no, provide detail for how your team will be mobilized to respond when requested.

16. Does the street outreach program requesting HS funding currently enter data into HMIS within the Detroit CoC?  Yes  No

- a. If yes, what year did the proposed street outreach program start entering data into HMIS?
- b. Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.
- c. Provide a count for the total number of street outreach staff with HMIS licenses.

If no, complete **Form 1b**.

17. **New Projects:** Discuss your understanding of the street outreach performance measures in the first column of the chart below and describe how you plan to meet 22-23 Performance Benchmarks.

**Renewal Projects:** Run and attach a copy of an APR (if using HMIS) for the 2021 calendar year in **Attachment 12**. Use the data generated from that report to first complete the **Form 5 - Outcome Calculation** workbook. Following completion of **Form 5**, fill in responses under the columns labeled “2021 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 20-21 benchmark, describe what changes you will make to ensure your street outreach program meets the 22-23 Performance Benchmarks outlined in the upcoming grant year.

Performance Measure	20-21 Performance Benchmark	2021 Calendar Year Program Performance	20-21 Benchmark Met? (Yes or No)
% of clients that meet the definition of unsheltered homelessness	Removed from Benchmarks. Please see question related to eligibility in narrative portion.		
% of clients who complete all CAM required assessments	Removed from Benchmarks. Please see question related to assessments in narrative portion.		
% of clients who exit to any sheltered destination	85%	<b>21-22 Street Outreach Only Programs:</b>	
% of clients that meet the definition of chronic homelessness	87%	<b>21-22 Navigation Only Programs*:</b>	
% of clients who become “ <a href="#">document ready</a> ”	Removed from Benchmarks. Please see question related to “ <a href="#">document ready</a> ” in narrative portion.		
% of clients who exit to a permanent housing destination	86%	<b>21-22 Navigation Only Programs*:</b>	

*\*Because 21-22 Street Outreach programs weren't asked to track and measure percentage of*

*clients that are chronically homeless and percentage of clients who exited to a permanent housing destination they are not required to respond to those benchmarks. However, in the 22-23 programing year, all outreach teams will be measured on these benchmarks.*

For each measure that did not meet the required 20-21 benchmark, describe what changes you will make to ensure your street outreach program meets the 22-23 Performance Benchmarks outlined in the upcoming grant year.

# EMERGENCY SHELTER, WARMING CENTER, OR DAY CENTER COMPONENT

(50 possible points)

**Important:** Applications requesting funding for several programs or locations must include a separate response for each program or location. Copy and paste the component questions and Performance Benchmarks grid and then clearly label the response by the program name. Responses to questions should be 200 words or fewer.

**Shelter Program Name:**

**Shelter Program Address:**

**Project Type:**  New Applicant       Renewal Applicant

**Shelter Type:**  Emergency Shelter (Year-Round)  
 Seasonal Warming Center (Nov 2022-March 2023)  
 Day Shelter (Year-Round)

1. List the following:
  - a. **Renewal applicants only:** What year did the shelter program open?
  - b. **All applicants:** List onsite amenities available to program participants.
2. Emergency Shelters and Warming Centers:
  - a. Target Population:
  - b. What is the maximum number of guests you can accommodate overnight from all of your funding sources? Do not separate beds out by funding sources.
  - c. How many of those beds will be funded in part or whole by HS funds? *Please note: cribs are not counted towards your bed count.*

Day Shelters:

  - d. What is the maximum number of guests you are able to accommodate at a single time?
3. Fill in the following:
  - a. How many housing-focused case managers are assigned to work with the guests served by the program seeking HS funds?
  - b. What is the minimum number of security staff on site at a given time at the emergency shelter, warming center, or day shelter seeking HS funds?
  - c. How many staff serve as both housing-focused case managers and security staff for this program?
  - d. Use the information recorded above and in question #2 to provide the following ratios:
  - e. Case Managers: Clients Served \_\_\_\_\_
  - f. Security Staff: Clients Served \_\_\_\_\_
  - g. How many case managers are assigned to work after [CAM business hours](#)?
  - h. What credentials do you require for case managers?

4. How do you incorporate persons with lived expertise in the service delivery model of the program? If you don't currently employ persons with lived experience, what is your plan to incorporate lived experience into program delivery within 90 days of the contract start date?
5. Housing First and Low-Barrier Programming:
- How will your program operate with a Housing First and low-barrier approach?
  - Provide your agency's policy and procedure regarding Housing First and low-barrier as part of the required documents for **Attachment 20**. In addition, indicate the policy name and page number where this topic is discussed. Be sure that the policies address any requirements related to sobriety and/or tests for substance use or alcohol. Failure to do so will result in a loss of points.
  - If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.
6. Equal Access Rule:
- How will your program adhere to the Equal Access Rule?
  - Provide your agency's policy and procedure regarding Equal Access as part of the required documents for **Attachment 20**, indicating the policy name and page number. Be sure the policy addresses both involuntary family separation and transgender shelter placement. Failure to do so will result in a loss of points.
  - If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.
7. Walk-In/ After Hours Procedures:
- How do you ensure that all clients who present (with or without a CAM referral) are allowed entry to the shelter?
  - How do clients who walk-in and/or present after normal business hours get connected to CAM within 48 hours?
  - How is this policy communicated to evening and weekend staff?
  - Provide a copy of your walk-in policy and procedure as part of the required documents for **Attachment 20**. In addition, indicate the policy name and page number where this topic is discussed. Be sure the policy addresses how staff are instructed to avoid denying access to shelter. Failure to do so will result in a loss of points.
  - If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.
8. Client Termination and Shelter Bans:
- Describe your agency's policy on termination and bans.
  - When do you terminate a client and when do you ban a client?
  - What is the maximum amount of time that a client ban can be in place?
  - What is your policy to ensure that bans are recorded in HMIS?
  - Provide your agency's termination policy and procedure as **Attachment 20**. Indicate the policy name and page number in this section. Be sure the policy addresses situations where clients are permanently banned, as well as which staff are able to record client bans. Failure to do so will result in a loss of points.

<p>f. If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.</p>
<p>9. What protocols are in place to address staff that do not adhere to Housing First, Low-Barrier, Equal Access, and Walk-In/After Hours, and Client Termination and Shelter Bans policies?</p>
<p>10. In 2021 has your organization or program’s leadership been notified by the City of Detroit or CAM that your program turned away clients after CAM operating hours?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>What policies and procedures changed as a result?</p>
<p>11. Will your program serve families with children in the 21-22 grant year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, how do you demonstrate compliance with <a href="#">The McKinney-Vento Homeless Assistance Act</a>?  Who do you partner with to ensure compliance?</p>
<p>12. How does the shelter coordinate and collaborate with other homeless service providers in the community, and with partnering entities like HAND, CAM, Public Safety, and the Detroit Health Department?</p>
<p>13. What is your 2022-2023 COVID-19 quarantine and isolation plan for positive and symptomatic clients on-site? The response should not rely on an outside entity, such as the current Isolation Shelter, to provide this service.</p>
<p>14. Did your agency participate in CoC Shelter workgroup meetings during the 2021 Calendar Year?  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, share the names of the staff that participated.</p> <p>If no, how will you ensure that emergency shelter / warming center / day shelter staff participate in CoC Shelter Workgroup meetings in the 2022 calendar year?</p>
<p>18. <b>Renewal applicants:</b> Submit annual APR using <b>Attachment 12</b>. Using 6e - Data Quality: Timeliness on the APR, what percentage of your data entry is 4 days or more? What is your plan to enter data in a timely matter in 22-23?</p> <p><b>New applicants:</b> how will you ensure you are entering data within 48 hours a client’s entry/exit?</p>
<p>19. Does the emergency shelter program requesting HS funding currently enter data into HMIS within the Detroit CoC? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>a. If yes, in what year did the proposed shelter program start entering data into HMIS?</p>



- b. Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.
  - c. Provide a count for the total number of emergency shelter staff with HMIS licenses.
- If no, complete **Form 1b**.

20. **Renewal applicants:** Do you report your bed vacancies to CAM every morning by 10:00am? How do you ensure all open/vacant beds are reported?

**New applicants:** how will you ensure that you are reporting all available bed vacancies to CAM every morning by 10:00am?

21. Describe how you will ensure that all clients served for 30 or more days will have a housing case plan documented. Provide detail on how you will ensure staff will record this information in HMIS or a pre-approved comparable database following guidance provided by the [Homeless Action Network of Detroit](#).

22. **New applicants:** Discuss your understanding of the performance measures in the chart below and describe how you plan to meet 22-23 Performance Benchmarks.

**Renewal applicants:** Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2021 calendar year in **Attachment 12**. Use the data generated from that report to first complete the **Form 5 - Outcome Calculation** workbook. Following completion of **Form 5**, fill in responses under the columns labeled “2021 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 21-22 benchmark, describe what changes you will make to ensure your program meets the 22-23 Performance Benchmarks outlined in the upcoming grant year.

Performance Measure	20-21 Performance Benchmark	2021 Calendar Year Program Performance	20-21 Benchmark Met? (Yes or No)
Shelter utilization rate according to data reported on CoC APR or CAPER	90% (on the last Wednesday of each quarter)		
% of exits to a permanent housing destination	Family Shelters- 73% Single Shelters - 34% Youth Shelters - 55% Warming Centers and Day Shelters - 17%		
% of client charts that demonstrate a	Removed from Benchmarks. Please see question related to assessments in narrative portion.		

housing plan within 30 days of entry	
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# RAPID RE-HOUSING COMPONENT

(50 possible points)

**Important:** Applications requesting funding for several programs or locations must include a separate response for each program or location. Copy and paste the component questions and Performance Benchmarks grid and then clearly label the response by the program name. All responses must be 200 words or fewer.

**RRH Program Name:**

**Project Type:**  New Applicant\*     Renewal Applicant

\*If you are applying for Sheltered Housing Placement, please mark “New Applicant”

**Program Type:**  Standard RRH     Sheltered Housing Placement

1. Briefly describe your proposed project, including what services and activities will be provided. How will you address the needs of vulnerable populations within service delivery?
2. What is the projected number of households to be served in this program? If your program intends to serve a more targeted population such as youth or families, please describe and justify the Detroit CoC’s need for this restricted target group using data.
3. Provide a detailed timeline for each stage in the housing search process, the frequency, and type of client contacts made.
4. How will the project funded by this grant provide effective housing search case management that results in leasing up into permanent housing?
5. How will you ensure that your staffing structure achieves your programmatic outcomes? Indicate your staff to client ratio and provide a justification. Note: RRH best practices suggest case management ratios of 1:25. If you have a higher staff to client ratio, describe how the quality of services will not be impacted.
6. How do you incorporate persons with lived expertise in the service delivery model of the program? If you don’t currently employ persons with lived experience, what is your plan to incorporate lived experience into program delivery within 90 days of the contract start date?
7. Housing First and Low-Barrier Programing:
  - a. How will your program operate with a Housing First and low-barrier approach?
  - b. What protocols are in place to address staff that do not adhere to these policies?
  - c. Provide your agency’s policy and procedure regarding Housing First and low-barrier as part of the required documents for **Attachment 20**. In addition, indicate the policy name and page number where this topic is discussed. Be sure that the policies address any requirements related to sobriety and/or tests for substance use or alcohol. Failure to do so will result in a loss of points.

<p>d. If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.</p>
<p>8. How do you work with tenants who may be non-compliant with medication, treatment, or have other behavioral concerns and are unwilling to engage in services? Are clients required to engage in case management services?</p>
<p>9. Eviction and Termination:</p> <ul style="list-style-type: none"> <li>a. How do program staff work with clients to prevent evictions and program terminations?</li> <li>b. If a client is evicted from a unit how does the program assist the client with finding a new unit? Is the client automatically exited from the RRH program when evicted?</li> <li>c. Provide your agency’s policy and procedure regarding eviction and termination as part of the required documents for <b>Attachment 20</b>. In addition, indicate the <u>policy name</u> and <u>page number</u> where this topic is discussed. Failure to do so will result in a loss of points.</li> <li>d. If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.</li> </ul>
<p>10. How does the program coordinate with mainstream services to address the full spectrum of households needs? Provide agency partners you commonly refer clients to for assistance and collaboration with other homeless service providers in the community. Include examples of how your program helps clients with income and employment, healthcare, food, and financial education needs.</p>
<p>11. Landlord Participation:</p> <ul style="list-style-type: none"> <li>a. How does your agency work with landlords to recruit their participation?</li> <li>b. How do you maintain ongoing communication and positive relationships with landlords?</li> <li>c. Does your agency have a staff member dedicated to landlord engagement efforts? Provide an example of how this work has been successful in getting a landlord to show flexibility while maintaining an authentic commitment to Housing First.</li> </ul>
<p>12. Housing Choice Vouchers:</p> <ul style="list-style-type: none"> <li>a. Of the clients that were eligible for Housing Choice Vouchers (HCV) in 2021, what percentage leased up using that subsidy? Use “23c - Exit Destination - All persons” on the CoC APR.</li> <li>b. Given the steady rate of HCV pulls over the last 2 years, how will your program ensure that clients who qualify for HCVs lease up using this subsidy during the 22-23 grant year?</li> <li>c. How does your agency track HCV re-certifications, pulls, and other important milestones in the HCV process to ensure clients are able to use that resource?</li> </ul>
<p>13. How do case managers ensure that case management services are provided at least once every 30 days after the household is housed? Will you provide in-person case management services?</p>
<p>14. How will you ensure that a home visit will be made at least once every 90 days? How do you document that home visit?</p>

15. How will you ensure that all RRH participants are adequately prepared to maintain stable housing upon program exit?

16. Did your agency participate in CoC RRH workgroup meetings during the 2021 Calendar Year?  
 Yes  No  
 If yes, share the names of the staff that participated.  
  
 If no, how will you ensure that RRH staff participate in CoC RRH Workgroup meetings in the 2022 calendar year?

23. **Renewal applicants:** Submit annual APR using **Attachment 12**. Using 6e - Data Quality: Timeliness on the APR, what percentage of your data entry is 4 days or more? What is your plan to enter data in a timely matter in 22-23?  
  
**New applicants:** how will you ensure you are entering data within 48 hours a client’s entry/exit?

17. RRH Referral Outcomes: Use the “Referral” report in HMIS, select “Incoming referrals to provider” for referral type, select “All” for Referral Status, and run the report for the 2021 calendar year.

2021 Scope of Service Projected Households to be Served	
Number of HH Actually Served in 2021	
Number of Referrals Requested in 2021 from CAM	
Number of Referrals Accepted in 2021 from CAM	
Number of Referrals Canceled in 2021 from CAM	
Number of Referrals Declined in 2021 from CAM	

18. How do you ensure that you are contacting clients within 3 days of referral? What steps to you take to contact clients that don’t have a phone? How do you use HMIS to assist with locating households?

19. Does the RRH program requesting HS funding currently enter data into HMIS within the Detroit CoC?  Yes  No  
 a. If yes, in what year did the proposed RRH program start entering data into HMIS?  
 b. Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.  
 c. Provide a count for the total number of RRH staff with HMIS licenses.  
 If no, complete **Form 1b**.

20. **New applicants:** Discuss your understanding of the performance measures in the chart below and describe how you plan to meet 22-23 Performance Benchmarks.  
  
**Renewal applicants:** Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2021 calendar year in **Attachment 12**. Use the data generated from that report to first complete the **Form 5 - Outcome Calculation** workbook. Following completion of **Form 5**, fill in responses under the columns labeled “2021 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 20-21 benchmark, describe what changes you will make to ensure your RRH program meets the 22-23 Performance Benchmarks outlined in the upcoming grant year.

<b>Performance Measure</b>	<b>20-21 Performance Benchmark</b>	<b>2021 Calendar Year Program Performance</b>	<b>20-21 Benchmark Met? (Yes or No)</b>
Average length of time to move households into housing from program entry	62 days		
% of clients that receive case management services at least every 30 days	Removed from Benchmarks. Please see question related to assessments in narrative portion.		
% of clients that receive home visits at least every 90 days	Removed from Benchmarks. Please see question related to assessments in narrative portion.		
% of clients who exit to a permanent housing destination	92%		
% of clients who exit within 180 days of program entry	Due to the pandemic, this performance measure will not be scored this NOFA. RRH should continue to use progressive engagement, but it is not expected to exit households out within 180 days.		

# HOMELESSNESS PREVENTION COMPONENT

**Important:** Applications requesting funding for several programs or locations must include a separate response for each program or location. Copy and paste the component questions and Performance Benchmarks grid and then clearly label the response by the program name. Responses must be 200 words or fewer per question.

**Prevention Program name:**

**Project Type:**  New Applicant       Renewal Applicant

1. Describe your project’s ability to prevent homelessness through providing housing relocation and stabilization services.
2. Check off all the different services your program will provide: <ul style="list-style-type: none"><li><input type="checkbox"/> Rental assistance</li><li><input type="checkbox"/> Rental arrears</li><li><input type="checkbox"/> Rental application fees</li><li><input type="checkbox"/> Security deposits</li><li><input type="checkbox"/> Last month’s rent</li><li><input type="checkbox"/> Utility deposits and/or payments</li><li><input type="checkbox"/> Moving costs</li><li><input type="checkbox"/> Housing search and placement</li><li><input type="checkbox"/> Housing stabilization case management</li></ul> <p>Optional Services:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Mediation</li><li><input type="checkbox"/> Legal Services</li><li><input type="checkbox"/> Credit Repair</li></ul>
3. How will your program ensure it is targeting households at imminent risk of homelessness as defined by HUD including those that receive legal assistance only? Explain your documentation process.
4. Explain the process by which referrals will be received to your program for persons in need of eviction prevention assistance.
5. Explain how your program assists clients with housing search and relocation.
6. What is the projected number of participants or households that will be served by this program? How did you arrive at that number?

7. Fill in the chart below with data from 2021 (new projects: respond N/A):

2021 Scope of Service Projected Households to be Served	
Number of HH Actually Served in 2021	
Number of Referrals Requested in 2021 from CAM	
Number of Referrals Accepted in 2021 from CAM	
Number of Referrals Canceled in 2021 from CAM	
Number of Referrals Declined in 2021 from CAM	

Justify any discrepancies in the chart above and how future program will address those discrepancies.

8. How will the project funded by this grant provide effective case management that helps client progression? Indicate your staff to client ratio and provide a justification.

9. How do you incorporate persons with lived expertise in the service delivery model of the program? If you don't currently employ persons with lived experience, what is your plan to incorporate lived experience into program delivery within 90 days of the contract start date?

10. Housing First and Low-Barrier Programing:

- a. How will your program operate with a Housing First and low-barrier approach?
- b. What protocols are in place to address staff that do not adhere to these policies?
- c. Provide your agency's policy and procedure regarding Housing First and low-barrier as part of the required documents for **Attachment 20**. In addition, indicate the policy name and page number where this topic is discussed. Be sure that the policies address any requirements related to sobriety and/or tests for substance use or alcohol. Failure to do so will result in a loss of points.
- d. If you do not yet have a policy regarding this, please state how you will ensure a policy will be in place within 60 days of the contract start date.

11. Describe how your program will work with households to increase income and reduce risk factors that could lead to a reoccurrence of homelessness? How will you ensure placement in an affordable unit?

12. How do you determine how long financial assistance is provided to households in order to maintain housing stability?

13. How does your organization coordinate with mainstream services to address the full spectrum of a household's needs for those who are served? Provide detail on the partners you commonly refer clients to for assistance. Reference work done to meet client income and employment, healthcare, food, behavioral health, and financial education needs.

14. How will your homelessness prevention program work with utility companies, courts systems, other prevention providers, and other services and resources in the community to keep participants stably housed?



<p>15. Landlord Participation:</p> <ol style="list-style-type: none"> <li>How does your agency work with landlords to recruit their participation?</li> <li>How do you maintain ongoing communication and positive relationships with landlords?</li> <li>Does your agency have a staff member dedicated to landlord engagement efforts? Provide an example of how this work has been successful in getting a landlord to show flexibility while maintaining an authentic commitment to Housing First.</li> </ol>
<p>16. Describe the measures your program will put in place to ensure clients remain stably housed at least one year after program exit. What does client engagement look like 1-3 months after clients exit?</p>
<p>17. <b>Renewal applicants:</b> Submit annual APR using <b>Attachment 12</b>. Using 6e - Data Quality: Timeliness on the APR, what percentage of your data entry is 4 days or more? What is your plan to enter data in a timely matter in 22-23?</p> <p><b>New applicants:</b> how will you ensure you are entering data within 48 hours a client’s entry/exit?</p>
<p>18. Did your agency participate in the CoC Prevention Provider workgroups during the 2021 calendar year? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, share the names of the staff that have participated.</p> <p>If no, how will you ensure that prevention staff participate in the CoC Prevention Provider workgroup meetings in the 2022 calendar year?</p>
<p>19. Does the prevention program requesting HS funding currently enter data into HMIS or a pre-approved comparable database within the Detroit CoC? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <ol style="list-style-type: none"> <li>If yes, in what year did the prevention program to be funded by this grant start entering data into HMIS?</li> <li>Provide the name of the HMIS Agency Administrator responsible for monitoring data for this program.</li> <li>Provide a count for the total number of prevention program staff with HMIS licenses.</li> </ol> <p>If no, complete <b>Form 1b</b>.</p>
<p>20. <b>New applicants:</b> Discuss your understanding of the performance measures in the chart below and describe how you plan to meet 21-22 Performance Benchmarks.</p> <p><b>Renewal applicants:</b> Run and attach a copy of an APR (if using HMIS) or CAPER (if using a pre-approved Comparable Database) for the 2021 calendar year in <b>Attachment 12</b>. Use the data generated from that report to first complete the <b>Form 5</b> - Outcome Calculation workbook. Following completion of <b>Form 5</b>, fill in responses under the columns labeled “2021 Calendar Year Program Performance” and “Did the Program Performance Meet or Exceed the Benchmark (Y/N)”. For each measure that did not meet the required 20-21 benchmark, describe what changes you will make to ensure your prevention program meets the 22-23 Performance Benchmarks outlined in the upcoming grant year.</p>

<b>Performance Measure</b>	<b>20-21 Performance Benchmark</b>	<b>2021 Calendar Year Program Performance</b>	<b>20-21 Benchmark Met? (Yes or No)</b>
% of clients in the program for 3 months or less	90%	Due to the pandemic, this performance measure will not be scored this NOFA. Prevention projects should continue to use progressive engagement to stably house households.	
% of clients who exit to a permanent housing destination	99%		
% of clients that remain housed within one year of program exit	Due to the pandemic, this performance measure will not be scored this NOFA. Prevention projects should continue to use progressive engagement to stably house households.		

# FORMS AND ATTACHMENTS CHECKLIST

**Instructions:** The checklist below indicates the forms and attachments that must be submitted with the application. Indicate Yes (Y) or No (N) in the “Attached” Column to demonstrate if a document is attached. Each Attachment document must be titled with the appropriate number and title (for example – “A3 IRS letter”). Please insert the title at the top of the first page of each attachment as well as label each attachment’s file name using the same naming convention. See bolded text under “Document Description” for document number and title.

<b>CHECKLIST</b>		
Attachment or Form #	Document Description <i>(bold lettering indicates number and title of document)</i>	Attached? Y/N
<b>THRESHOLD</b>		
Note: Applications must meet threshold to be considered for funding		
<b>MINIMUM REQUIREMENTS - ALL APPLICANTS</b>		
Attachment 1	<b>A1: Board Participation of a Person with Lived Experience of Homelessness</b> – verification of the participation of a board member who is or has experienced homelessness	
Attachment 2	<b>A2: Board of Directors 2022 Meeting Schedule</b>	
Form 1a	<b>F1a: HMIS Certification</b> – only for those applicants who do not currently participate in Detroit’s HMIS but have participated in another jurisdiction’s HMIS for at least 1 year.	
Form 1b	<b>F1b: HMIS Onboarding Plan</b> - only for those applicants that do not currently participate in any HMIS system	
Form 2	<b>F2: Cash on Hand Certification</b>	
Form 3	<b>F3: Certifications and Assurances</b>	
Attachment 15	<b>A15: System for Award Management (SAM)</b> active registration; refer to sam.gov for more information	

**THRESHOLD FOR NEW APPLICANTS ONLY**

Attachment 3	<b>A3:</b> IRS letter verifying current tax-exempt 501(c)(3) status	
Attachment 4	<b>A4:</b> Proof of 2 years of experience operating programs with public or private funding as demonstrated by funding letter(s)	
Attachment 6	<b>A6: Most Recent Annual Report-</b> new applicants only	

**REQUIRED ATTACHMENTS FOR APPLICATION QUESTIONS  
ALL APPLICANTS**

Attachment or Form #	Document Description <i>(bold lettering indicates number and title of document)</i>	Attached? Y/N
<b>ORGANIZATIONAL EXPERIENCE</b>		
Attachment 5	<b>A5: Current Organizational chart</b> – including positions and key roles	
Attachment 7	<b>A7: 2021 Calendar Year APR</b> or CAPER generated from HMIS or pre-approved comparable database that reflects COMBINED data for all programs seeking HS funding through this NOFA. If an applicant did not record data in HMIS or a pre-approved comparable database in calendar year 2021, attach a copy of the report used to generate responses to question 5.	
Attachment 16	<p><b>A16: Staff Training:</b> Provide supporting documents to show that staff have been trained in the following:</p> <ul style="list-style-type: none"> <li>• HUD/ESG Regulatory Requirements</li> <li>• Low-Barrier Services</li> <li>• Housing First</li> <li>• Harm Reduction</li> <li>• Motivational Interviewing</li> <li>• Fair Housing / Equal Access / Housing Law</li> <li>• Safety Protocols</li> <li>• Clients’ Rights/ Grievance Policy</li> <li>• Trauma-Informed Care</li> <li>• Best Practices for Serving People with High-Acuity Needs</li> <li>• Additional trainings, as relevant to program</li> </ul> <p>Please provide date, content, frequency, and staff who attended.</p>	

<b>FINANCIAL CAPACITY</b>		
Attachment 8	<b>A8: CPA prepared Financial Statements</b> for most recent year-end and Single Audit	
Attachment 9	<b>A9: Budgets-</b> Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement	
Attachment 10	<b>A10: Resolution of Findings-</b> Documentation showing status/resolution of any City, HUD and/or IRS findings	
Attachment 11	<b>A11: Outside Funding Budgets</b>	
<b>IMPLEMENTATION PLANS BY COMPONENT</b>		
Form 4	<b>F4: Application Budget and Narrative-</b> excel document must be completed for each program/component for which you are applying (Form in separate excel document posted with NOFA). If applying for multiple programs under a single component, please submit a separate budget for each. A detailed narrative for each line item under eligible activities outlined in this NOFA must be completed. Must be submitted as an Excel document.	
Form 5	<b>F5: Outcome Calculation Workbook -</b> with a worksheet completed for EACH PROGRAM seeking funding through this NOFA. Must be submitted as an excel document.	
Attachment 12	<b>A12: 2021 Calendar year APR or CAPER</b> used to complete Form 5 for EACH PROGRAM seeking funding through this NOFA	
Attachment 13	<b>A13: Certificate of Occupancy</b> (Shelters only)	
Attachment 14	<b>A14: Emergency Shelter License</b> , copy of 1 <sup>st</sup> page of Emergency Shelter License stamped by consumer affairs department, or copy of receipt indicating payment of app fee for License (Shelters only)	
Attachment 20	<b>A20: Policies and Procedures</b> for each applicable component	
<b>REQUIRED ATTACHMENT FOR CONTRACTING</b>		
Form 6	<b>F6: Subrecipient Contract Requirements</b>	
<b><u>OPTIONAL: FOR APPLICANTS SUBMITTING APPEALS OF FUNDING DECISIONS</u></b>		
Form 7	<b>F7: Appeal Form</b>	

# APPENDICES

## APPENDIX A: ELIGIBLE PROGRAM PARTICIPANTS

**Important:** Homeless or at-risk status must be documented by subrecipients for each program participant.

### HOMELESSNESS DEFINITONS

Homeless Definitions (per <a href="#">Homeless Definition Final Rule</a> )			Eligible Component
<b>Category 1</b>	<b>Literally Homeless</b>	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>i. Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>ii. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs); or</li> <li>iii. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.</li> </ul>	<p>Emergency Shelter</p> <p>Rapid Re-Housing</p> <p>Street Outreach</p>
<b>Category 2</b>	<b>Imminent Risk or Homelessness</b>	<p>Individual or family who will immediately lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>i. Residence will be lost within 14 days of the date of application for homeless assistance</li> <li>ii. No subsequent residence has been identified, and;</li> <li>iii. The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>	<p>Emergency Shelter</p> <p>Homelessness Prevention</p>

<p><b>Category 3</b></p>	<p><b>Homeless Under Other Federal Statutes</b></p>	<p>Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>i. Are defined as homeless under the other listed federal statutes;</li> <li>ii. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>iii. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and</li> <li>iv. Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>	<p>Emergency Shelter</p> <p>Homelessness Prevention</p>
<p><b>Category 4</b></p>	<p><b>Fleeing/ Attempting to Flee Domestic Violence</b></p>	<p>Any individual or family who:</p> <ul style="list-style-type: none"> <li>i. Is fleeing, or is attempting to flee, domestic violence</li> <li>ii. Has no other residence; and</li> <li>iii. Lacks the resources or support networks to obtain other permanent housing</li> </ul>	<p>Emergency Shelter</p> <p>Rapid Re-Housing</p> <p>Homelessness Prevention</p>



## “AT RISK” HOMELESS DEFINITIONS

<b>“At Risk” Homeless Definitions</b> (per <a href="#">Homeless Definition Final Rule</a> )		<b>Eligible Component</b>
<b>Individuals and Families</b>	An individual or family who: <ol style="list-style-type: none"> <li>i. Has an annual income <b><u>below 50% of median family income</u></b> for the area; AND</li> <li>ii. Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND</li> <li>iii. Meets one of the following conditions:                             <ol style="list-style-type: none"> <li>A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR</li> <li>B. Is living in the home of another because of economic hardship; OR</li> <li>C. Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR</li> <li>D. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR</li> <li>E. Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR</li> <li>F. Is exiting a publicly funded institution or system of care; OR</li> <li>G. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan</li> </ol> </li> </ol>	Homelessness Prevention

<b>Unaccompanied Children and Youth</b>	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute	Homelessness Prevention
<b>Families with Children and Youth</b>	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him/her.	Homelessness Prevention

# APPENDIX B: RUNNING AND SAVING THE COC APR AS A PDF

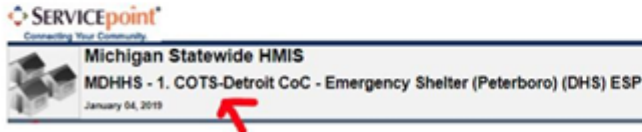
Agencies currently using HMIS to document clients served should refer to steps 1-4 on pages 1- 2 and page and step 14 on page 11 of the job aid found [here](#).

## Running and Reviewing the CoC APR

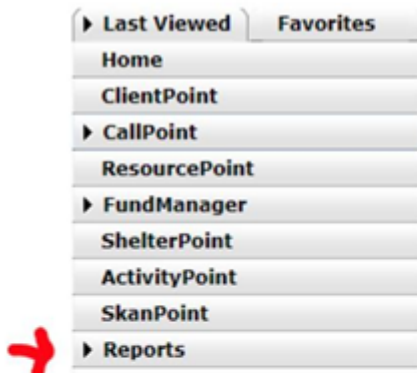
1. EDA as the project you are running the report for.



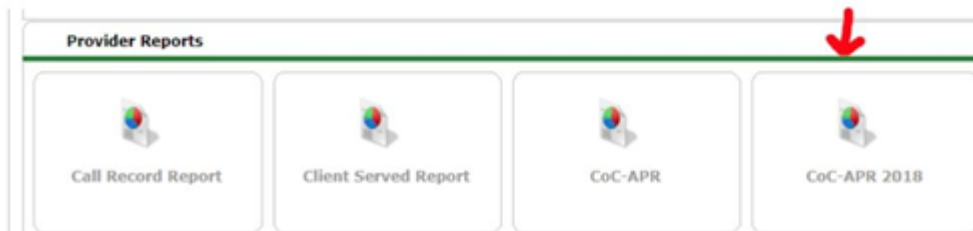
*Note: Some staff may automatically default to this project and can skip this step after checking the program listed in the upper right corner of their ServicePoint login home screen.*



2. On the left-hand side of your screen, go to the "Reports" module



3. Under "Provider Reports" click the tile labeled "CoC APR 2018"



4. Complete the prompts for the project you are running the report for. *Make sure the provider matches the page you may have EDA'd into in step 1 above.* Once prompts are completed, select "build report". For **program date range**, you will likely want to match this up with your project's grant term if another set of reporting parameters is not provided by the entity requesting your APR. Once prompts are completed, select **build report**.

**Report Options**

Provider Type  Provider  Reporting Group

Provider\* Mariners Inn-45 Day Residency Program - Detroit CoC (184)  Search My Provider Clear

This provider AND its subordinates  This provider ONLY

Program Date Range\* 02 / 01 / 2018 to 01 / 30 / 2019

Entry/Exit Types\*  Basic  Basic.Center.Program.Entrv/Exit  HUD  PATH  Quick.Call  RHY  Standard  Transitional.Living.Program.Entrv/Exit  VA  HPRP./Retired

Build Report Download Clear

14. If you wish to save a PDF copy of your APR, this can be done by:

- a. Right clicking inside of the report. Then selecting "print" → save as PDF → Save. *Note: You may wish to include the project in the file name.*

The screenshot shows a web browser interface with a right-click context menu open over a table of data. The menu options include Back, Forward, Reload, Save as..., Print..., Cast..., Translate to English, View page source, and Inspect. The 'Print' option is highlighted with a red arrow. To the right, a print dialog box is displayed with the following settings:

- Print: Total: 15 pages
- Destination: Save as PDF (indicated by a red arrow)
- Pages: All (selected)
- Layout: Portrait
- Buttons: Save, Cancel, Change...

- b. OR by printing a copy directly from your internet browser and then scanning it to save as a PDF.

# APPENDIX C: PERFORMANCE BENCHMARKS

## METHODOLOGY

HAND generates calendar year CoC APRs for all:

- Single Adult Shelter Programs (programs serving primarily adults)
- Family Shelter Programs (programs serving primarily families, but may also serve single adults)
- Youth Shelter Programs (programs serving only youth under age 24)
- Warming Center Programs
- Outreach Programs
- Housing Navigation Programs
- Rapid Re-Housing Programs
- Prevention Programs

Using the calendar year APRs, the City calculates Performance Baselines using the same method applicants are required to use in the grant application. To review the calculations used to establish the baselines, refer to **Form 5**. The annual baselines are then averaged and used to determine the Performance Benchmarks for the upcoming grant year. When award letters are issued, the performance benchmarks for that grant year will be shared. The baselines and benchmarks for the 2022-2023 grant year appear in the chart that follows.

	Performance Measure	Source of Baseline Data	20-21 Performance Benchmark	2021 Baseline	21-22 Performance Benchmark
<b>Street Outreach</b>	Percent of clients with VI-SPDAT completed	Removed from Benchmarks. Please see question related to completion of VI-SPDAT's			
	Percent of clients who exit to any sheltered destination	CoC APR for all Outreach Programs run by HAND - see 23c - last row TOTAL Percentage Positive exits	85%	75%	83%
<b>Navigation</b>	Percent of clients that meet the definition of chronic homelessness	CoC APR for all Navigation Programs run by HAND - see 5a11 Number of Chronically Homeless Persons	87%	66%	73%

	Percent of clients who exit to a permanent housing destination	CoC APR for all Navigation Programs run by HAND - see 23c otal persons exiting to positive housing destinations/(TOTAL - Total persons whose destinations excluded them from the calculation)	86%	86%	95%	
<b>Emergency Shelter</b>	Shelter utilization rate according to data reported on CoC APR	Performance expectations outlined in the City of Detroit Policy and Procedure Manual	90%			
	Percentage of exits to a permanent housing destination	Family	CoC APR for COD Family Shelters Provider Group - see 23c last row TOTAL Percentage Positive exits	73%	59%	73%
		Singles	CoC APR for All Single Shelters run by HAND - see 23c last row TOTAL Percentage Positive exits	34%	24%	34%
		Youth	CoC APR for COD Youth Shelters Provider Group - see 23c last row TOTAL Percentage Positive exits	55%	81%	87%
<b>Warming Centers</b>	Shelter utilization rate according to data reported on CoC APR	Performance expectations outlined in the City of Detroit Policy and Procedure Manual	90%	90%	90%	
	Percentage of exits to a permanent housing destination	CoC APR for Warming Centers Reporting Group - see 23c last row TOTAL Percentage Positive exits	17%	26%	17%	
<b>RRH</b>	Average length of time (days) to move clients into housing from program entry	CoC APR run by HAND for all Rapid-Rehousing programs - see22c	62	63 days	57	

	Percent of clients who exit to a permanent housing destination	CoC APR for All RRH run by HAND - see 23c last row TOTAL Percentage Positive exits	92%	93%	96%
	Percent of clients who exit within 180 days of program entry	CoC APR run by HAND for all Rapid-Rehousing programs - see 22a1 ( LEAVERS 30 days or less + LEAVERS 31 to 60 days + LEAVERS 61 to 90 days+LEAVERS 91 to 180 days)/ (LEAVERS total)	38%	34%	*38%
<b>Prevention</b>	Percent of clients in the program for three months or less	CoC APR for all Prevention programs - 22a1 (LEAVERS 30 days or less + LEAVERS 31 to 60 days + LEAVERS 61 to 90 days)/ (LEAVERS total)	90%	62%	**90%
	Percent of clients who exit to a permanent housing destination	CoC APR for all Prevention programs run by HAND - see bottom of section 23c = Total persons exiting to positive housing destinations/ (TOTAL - Total persons whose destinations excluded them from the calculation)	99%	98%	99%
<p>*The City of Detroit will suspend the measurement of performance as progressive engagement efforts were implemented to offer longer term assistance during the pandemic.</p> <p>**The City of Detroit shifted use of covid resources to address the needs of individuals who required additional services and progressive engagement to achieve stability during the pandemic, as a result measurements of performance will be suspended.</p>					

## IMPLEMENTATION

To align with best practice and the homeless response system’s commitment to data informed decision-making, the City moved to performance-based contracts starting in the 2019-20 contract year. Program outcomes are used to make funding decisions to ensure high quality services are delivered to those most in need. Hence, outcomes on established performance measures will impact funding allocations. The City plans to work with grantees to implement this over a three- year period. The following is the implementation timeline:

### YEAR 1

In the 2019-2020 NOFA, agencies were required to:

1. Calculate their individual program outcomes using 2018 calendar year data for each performance measure
2. Create an action plan for any outcomes that do not meet the required Performance Benchmark. This action plan must describe what steps the agency will take to increase their performance in order to meet or exceed the benchmark(s).

## YEAR 2

The 2020-2021 NOFA reflected year 2 of the process. Agencies were required to:

1. Generate individual program outcomes for all performance measures using 2019 calendar year HMIS data.
2. Create an action plan for any outcomes that did not meet the required Performance Benchmark. The action plan had to describe what steps the agency would take to increase their performance in order to meet or exceed the benchmark(s).

Performance measures were weighted more heavily than in the previous year's NOFA. Failure to meet the benchmarks reduced the overall grant application score, but did not directly decrease funding.

## YEAR 3

In the 2021-2022 NOFA, agencies were required to generate individual program outcomes for all performance measures. The City recognized that the COVID-19 pandemic may have negatively impacted agency performance. Therefore, the City is extended year 2 for an additional year.

## YEAR 4

In the 2022-2023 NOFA, agencies are required to generate individual program outcomes for all performance measures. The City will evaluate agencies on their performance using 2021 calendar year data. At this point, agencies should have implemented procedures and processes in order to meet and/or exceed the benchmarks. Agencies that do not meet the required benchmarks will have points deducted from their application.

It is expected that the 2023 NOFA **any unmet benchmarks will significantly impact funding, which could include a funding decrease or not receiving a funding award**

## DEFINITIONS

**Performance Measure:** Regular measurement of outcomes to review effectiveness of programs.

**Performance Baseline:** Expected level of performance against which all subsequent levels of performance are compared. These baselines were established using HMIS CoC APR data for calendar years 2018 and 2019, unless otherwise noted. Refer to Appendix B for instructions on generating an APR in HMIS.

**Performance Benchmark:** Expected performance that a subrecipient must meet or exceed.

**Annual Performance Report (APR):** A reporting tool generated through HMIS to track progress and accomplishments of HUD homeless assistant programs. This report is used by the CoC and by HUD to review data entered by subrecipients for their specific programs.

**ESG Allowable Activities:** ESG funds may be used for five program components: Street Outreach and Housing Navigation, Emergency Shelter, Homelessness Prevention, RRH assistance, and HMIS; as



well as administrative activities. Each component has specific allowable activities that the City of Detroit has approved to fund as listed in this document.

## APPENDIX D: GENERAL CONDITIONS

Any subrecipients, contractors or subcontractors are bound by the General Conditions and any contracts the respondent enters into with them must include the same General Conditions.

### CONFLICT OF INTEREST

The respondent warrants that to the best of its knowledge, belief and, except as otherwise disclosed, it does not have any organizational conflict of interest. Conflict of interest is defined as a situation in which the nature of work under this solicitation and the respondent's organizational, financial, contractual or other interests are such that:

- i. Respondent may have an unfair competitive advantage; or
- ii. The respondent's objectivity in performing the work solicited may be impaired. In the event the respondent has an organizational conflict of interest as defined herein, the respondent shall disclose such conflict of interest fully in the NOFA submission.

The respondent agrees that if, after award, he, she or it, discovers an organizational conflict of interest with respect to this solicitation, he, she or it, shall make an immediate and full disclosure in writing to the City. This shall include a description of the action, which the respondent has taken or intends to take to eliminate or neutralize the conflict. The City may, however, disqualify the respondent or if a contract has been entered into with the respondent, terminate said contract, in its sole discretion.

In the event the respondent was aware of an organizational conflict of interest before the award of a contract and intentionally did not disclose the conflict to the General Manager-Purchasing, the City may disqualify the respondent.

No member of or delegate to the U.S. Congress or Resident Commissioner shall be allowed to share any part of the contract awarded under this solicitation or to any benefit that may arise therefrom. This provision shall be construed to extend to any contract made with the successful respondent.

No member, officer, or employee of the City, no member of the governing body of the locality in which the project is situated, no member of the governing body in which the City was activated, and no other public official of such locality or localities who exercises in any respect to the project, shall during his or her tenure, or for one year thereafter, have any interest, direct or indirect, in any contract or the proceeds thereof resulting from this solicitation.

No member, officer or employee of the respondent selected to perform the services described above shall, during the term of their contract, or for one year thereafter, have any interest direct or indirect, in any contract that they are responsible for procuring, managing or overseeing.

**The City reserves total discretion to determine the proper treatment of any conflict of interest.**

### COST OF PREPARING THE APPLICATION RESPONSE

All costs incurred, directly or indirectly, in response to the request for applications shall be the sole responsibility of, and shall be borne by the respondents.

## STATEMENT OF APPLICATIONS TABULATIONS / NOTIFICATION

After the award is made, a list of respondents submitting applications will be shared electronically. The list will be furnished upon written request only and will not be provided by telephone.

Each unsuccessful vendor will be notified in writing promptly upon award. The notice shall identify the successful respondent.

## FORM OF CONTRACT

The acceptance of the proposed respondent's offer for the services specified herein will be made by issuance of a duly authorized Subrecipient Agreement prepared by the City. Vendors are cautioned to make no assumptions or accept any representations by a representative of the City concerning the award until a Subrecipient Agreement is negotiated and executed.

## GOVERNMENT RESTRICTIONS

In the event any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the goods or services offered, it shall be the responsibility of the successful respondent to immediately notify the City in writing specifying the regulation which requires alteration. The City reserves the right to accept any such alteration, including any reasonable price adjustments occasioned thereby, or to cancel the agreement at no expense to the City.

## NON-CONFORMANCE TO CONDITIONS / SPECIFICATIONS / SCOPE OF SERVICES

Services will be reviewed for compliance with specifications. Services not conforming to specifications may not be accepted at the respondent's expense. Services not provided in accordance with the Scope of Services may result in the respondent being found in default. In the event of default, all procurement costs may be charged against the respondent.

## ASSIGNMENT OR TRANSFER

The successful respondent shall not assign or transfer any interest in the contract, in whole or part, without written approval of the City. Claims for sums of money due, or to become due from the City pursuant to the contract, may be assigned to a bank, trust company or other financial institution. The City is hereby expressly relieved and absolved of any and all liability in the event a purported assignment or subcontracting is attempted in the absence of the respondent obtaining the City's prior written consent.

## AVAILABILITY OF RECORDS

The Comptroller General of the United States, the Department of Housing and Urban Development (HUD), the City, and any duly authorized representative of each, shall have full and free access to, and the right to audit and to make excerpts and transcripts from, any and all pertinent books, records, documents, invoices, papers and the like, of the vendor, or in the possession of the respondent, which shall relate to, or concern the performance of the contract.

## PATENTS – LICENSES AND ROYALTIES

The successful respondent shall indemnify and save harmless the City of Detroit, the City and their employees from liability of any kind, including cost and expenses for or on account of any copyrighted, patented, or not patented invention, process or article manufactured or used in the performance of the contract, including its use by the City. If the vendor uses a design, device or material covered by letters, patent or copyright and understands that the applications prices shall include all royalties or costs arising from the use of such design, device or materials involved in the work. Further, all residual rights to Patents, Licenses and Royalties (e.g. software and license to sue same purchased) shall revert to the City at the end of the Agreement.

## PERMITS AND LICENSES

The successful respondent shall obtain all permits and licenses that are required for performing its work. The respondent shall pay all related fees and costs in connection with required permits and licenses. Proof of ownership shall be made on all software used in the execution of the contract. The respondent will hold the City of Detroit and the City harmless for any violation of software licensing resulting from breaches by employees, owners and agents of the respondent.

## TAXES

The successful respondent is responsible for all state and federal payroll and/or social security taxes. The respondent shall hold the City harmless in every respect against tax liability.

## ADVERTISING

In submitting an application response, the respondent and their consultants agree not to use the results as a part of any commercial advertising.

## INSURANCE

Insurance – The selected respondent shall maintain at its expense during the term of the Contract the following insurance.

- i. Worker's Compensation Employer's Liability of \$500,000 per accident; \$500,000 each disease; and \$500,000 for each disease/each employee.
- ii. Automobile Liability Insurance (covering all owned, hired and non-owned vehicles with personal and property protection insurance including residual liability insurance under Michigan No Fault Insurance Law) in an amount not less than \$5,000,000 per occurrence and \$5,000,000 aggregate.
- iii. Professional Liability Insurance in the amount of \$1,000,000.
- iv. General Liability Insurance in the amount of \$5,000,000 per occurrence and \$5,000,000 aggregate.
- v. Fidelity bonding or dishonesty protection shall cover employees in an amount equal to the award from the City.
- vi. All policies shall be accompanied by a commitment that such policies shall not be canceled or reduced without at least thirty (30) days prior notice to the City.

**The City shall be named as additional insured on all policies.**

Waiver – The selected respondent shall not hold the City of Detroit and/or DHC liable for any personal injury incurred by their respective employees, agents or consultants, contractors or subcontractors while working on this Project. The respondent agrees to hold the City of Detroit and/or DHC harmless from any such claim by its employees, agents, consultants, contractors or subcontractors, unless a Court having jurisdiction finds there is gross negligence of an employee of the City while acting within the scope of their employment.

Qualification – The insurance company covering the respondent must be licensed to do business in the State of Michigan and have a Best's Guide rating of "A+" or higher.

#### PROOF OF LIABILITY INSURANCE

The successful respondent shall furnish to the City a certified copy of the policy or policies covering the work as required in the specifications as evidence that the insurance required will be maintained in force for the entire duration of the contract with the City. The City must be listed as an additional insured.

#### STANDARDS OF CONDUCT

The successful respondent shall be responsible for maintaining satisfactory standards of its employee's competence, conduct, courtesy, appearance, honesty, and integrity. It shall be responsible for taking such disciplinary action with respect to any of its employees as may be necessary.

#### REMOVAL OF EMPLOYEES

The City may request the successful respondent to immediately remove from assignment to the City and/or dismiss any employee found unfit to perform duties due to one or more of the following reasons:

- a. Neglect of Duty.
- b. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words or actions or fighting.
- c. Theft, vandalism, immoral conduct or any other criminal action.
- d. Selling, consuming, possessing, or being under the influence of intoxicants, including alcohol or illegal substances while on assignment at the City.

#### SUPERVISION

The successful respondent shall provide adequate competent supervision at all times during the performance of the contract. To that effect, a qualified consultant and one or more alternates shall be designated in writing to the City prior to contract start. The respondent or his designated representative shall be readily available to meet with the City personnel. The successful respondent shall provide the telephone numbers where its representatives) can be reached.

#### PERFORMANCE EVALUATION MEETING

The selected respondent shall be readily available to meet with representatives of the City weekly the first month of the contract and as often as necessary to resolve any and all performance problems identified at these meetings.

## GRIEVANCES, APPEALS, AND TERMINATION PROCEDURES

The City Council/Housing and Revitalization Department (HRD) Homelessness Solutions appeal hearing will serve as a formal opportunity for applicants not recommended for funding to appeal the funding recommendation made to the City Council. All applicants who applied for funding will receive notification of the date, time, and location for the Appeals Hearing. Appeals may only be made by those organizations that were not recommended for funding. Appeals are to be made in writing using the attached **Form 7**. The form is to be submitted on the day of the hearing at the registration table. Organizations are asked to retain a copy of the form for your records. Final decisions will not be made on the day of the appeal, but they will be addressed during the City Council's subsequent deliberations. Any applicant making an appeal after The Hearing of Appeals or desiring to appeal the subsequent decisions of the City Council may make such an appeal in writing through the Office of the City Clerk utilizing the normal petition process.

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this application, the City's policies, and/or the subrecipient agreement. The termination will follow due process to protect subrecipients' rights based on the City's Grievance and/or written policies, subject to the department director's approval.

## FEDERAL, STATE AND LOCAL REPORTING COMPLIANCE

The respondent shall provide such financial and programmatic information as required by the City to comply with all Federal, State and local law reporting requirements.

## PROCUREMENT AND NON-DISCRIMINATION NOTICE

The City Office of Contracting and Procurement solicitation meets 2 CFR 200 standards for procurement by competitive applications. The City does not discriminate on the basis of race, color, religious beliefs, national origin, age, marital status, disability, public benefit status, sex, sexual orientation, gender identity or expression. Complaints may be filed with the [Civil Rights , Inclusion, and Opportunity](#) Department (Suite 1240 Coleman A Young Municipal Center Detroit, MI 48226, (313-224-4950, [crio@detroitmi.gov](mailto:crio@detroitmi.gov) .)

## PROJECT PERSONNEL

Except as formally approved by the City, the key application response shall be for the individuals who will actually complete the work, at the proposed levels of effort. Changes in staffing must be proposed in writing to the City and approved.

## NOTICES

All written notices required to be given by either party under the terms of the contract resulting from the contract award shall be addressed to the respondent at their legal business residence as given in the contract. Written notices to the City shall be addressed as provided in the contract.

## CANCELLATION

Irrespective of any default, hereunder the City may also at any time at its discretion cancel the contract in whole or in part. In the event of cancellation, the Respondent shall be entitled to receive equitable

compensation for all work completed and accepted prior to such termination or cancellation as shall be indicated in the contract.

#### LAWS

The contract shall be governed by the laws of the State of Michigan and applicable federal law.

#### CONTRACT DOCUMENTS

Written contract documents will be prepared by the City. Modifications may be adopted based on final negotiations and specific requirements of the contract under this particular NOFA.

#### TRAVEL

All travel and miscellaneous expenses will be borne by the respondent.

#### FREEDOM OF INFORMATION ACT REQUESTS

To ensure that a competitive process is maintained throughout the process of evaluating applications, any proposer who makes a request for a copy of the applications of other proposers before the City awards the contract shall be deemed ineligible for further consideration for award under this NOFA.