



2021 EMERGENCY SOLUTIONS GRANT PROGRAM: Homeless Street Outreach Services

Notice of Funding Availability (NOFA)
September 3, 2021

City of Minneapolis
Department of Community Planning and Economic Development
505 4th Ave. S., 320
Minneapolis, MN 55415

1. Invitation

The City of Minneapolis (“City”) makes this Notice of Funding Availability (“NOFA”) in consultation with the Hennepin County Office to End Homelessness in order to solicit proposals for Homeless Street Outreach Services (“Program”) funded in part by the federal Emergency Solutions Grant (“ESG”) program. The target population is people who are experiencing homelessness and sleeping in places not meant for human habitation, chronic users of services, and those in encampments and those who sleep on the Metro Transit Light Rails.

Approximately \$300,000 will be available annually for a single, qualified provider to deliver street outreach services for a period of up to five years. The provider’s contract would be evaluated annually for renewal based on performance. The contract period is proposed to begin on or about January 1, 2022.

Eligible organizations should be 501(c)(3), not-for-profit, for profit, or governmental agencies serving Minneapolis residents.

The ESG program is governed by the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The following web page through HUD's web site contains detailed information about the rules of the ESG program: <https://www.hudexchange.info/programs/esg/>. Further information on City of Minneapolis ESG program priorities and policies can be found in the 2020-2024 Consolidated Plan Action Plan available at <https://tinyurl.com/sswme4ym>. For information and questions related to the Homeless Management and Information System (HMIS) requirements, please contact the Institute for Community Alliances Help Desk at MNHMIS@icalliances.org.

2. Scope of Services & Applicant Qualifications

It is the intent of this document to outline a general description of the Program, the extent of services required, the relationship of this Program to other work, and the agencies or other parties that will interact with the selected organization. The contents of this document are considered representative of the Program as a whole but are by no means conclusive.

- I. **Scope of Services/ Program Outcomes** - The successful applicant will clearly demonstrate how they intend to provide targeted outreach services to persons experiencing homelessness and sleeping in places not meant for human habitation, on the streets of Minneapolis. The team will find and engage with these individuals, work to address any immediate health and safety needs, assist in accessing benefits, services and stable housing and assist in coordinating housing support services. The team will also collaborate with community, City and County partners to best meet the needs of this population.

The successful applicant will ensure progress toward meeting the Hennepin County Continuum of Care system performance measures as they relate to street outreach services, in particular reducing the number of people experiencing street homelessness and length of time homeless, and increasing exits to positive housing destinations.

- II. **Organization Qualifications** - The successful applicant will:
- A. Have a demonstrable track record of ending homelessness for unsheltered individuals, particularly 18+ adults with no dependents via operating a street outreach team. Program/project is aligned with national best practices for housing focused street-based outreach (NAEH, USICH, see 24 CFR § 576.101: <https://www.law.cornell.edu/cfr/text/24/576.101>)
 - B. Keep administrative costs at or below 7.5% of the total requested budget.
 - C. Perform all monitoring and reporting requirements applicable to a subrecipient of a federal award pursuant to the ESG program and the Uniform Administrative Requirements (2 C.F.R. 200).

III. **Communications and Outreach**

The successful applicant will commit to a communications and outreach plan with City of Minneapolis staff:

- A. City of Minneapolis staff will conduct regular check-ins with the successful applicant to address the needs and barriers of people experiencing homelessness. City staff and the successful applicant will meet quarterly to review contractual deliverables. The successful applicant will provide data to City staff in advance of the meeting.
- B. When City of Minneapolis staff is made aware of requests for services for people experiencing unsheltered homeless, they will triage them to the successful applicant:
 - a. The successful applicant will respond to requests as quickly as possible (within 72 business hours) and provide an update with plan. Some requests may warrant a more immediate response. These requests are not limited to

but may include; family with minors, weather emergencies, civil unrest, special populations, etc.

- b. If persons are not located, the successful applicant will attempt to engage again within 5 days from first attempt.

IV. Encampment Response

In a multi-phase, interdisciplinary response, the role of Street Outreach is a critical component to a community's response to encampments to assist with communication, coordination, and the delivery of services.

Outreach providers, in partnership with City of Minneapolis staff will conduct encampment assessments. The successful applicant will conduct CES assessment and provide linkage to resources

The successful applicant will participate in service coordination meetings with City and County and other service providers and healthcare agencies as part of a coordinated effort to respond to encampments to maximize efforts to get unsheltered persons connected to services and to indoor shelter and housing options.

V. Data Reporting

The successful applicant will act in compliance with the ESG HMIS Data Entry and Reporting Requirements as set by HUD and outlined here:

<https://files.hudexchange.info/resources/documents/ESG-Program-HMIS-Manual.pdf>.

The successful applicant must submit Quarterly Performance Reports (QPR) based on HMIS data to the City which indicate:

- A. Number of participants served that quarter (Project Start/Not Exited)
- B. Number of participants engaged
- C. Number of contacts (A street outreach project is expected to record every contact made with each client in the HMIS via 4.12 Current Living Situation.)
- D. Total served that have CES Assessments completed
- E. Number exited unsheltered homelessness to housing
- F. Number exited unsheltered homelessness to other positive destinations (i.e. treatment, shelter)
- G. Associated and relevant narrative providing additional detail around clients open longer than 90 days), success stories, agency changes, and any other relevant information. The selected candidate will participate in a Quarterly Data Evaluation with the City of Minneapolis and Hennepin County.

The selected candidate will participate in a Quarterly Data Evaluation with the City of Minneapolis and Hennepin County.

3. Proposal Format

Applicants shall provide the requested information in sufficient detail to demonstrate that the proposed program meets the Scope of Services & Applicant Qualifications described herein.

To allow for easier comparison of proposals during evaluation, proposals should contain the following sections and appendices and be arranged in the following order.

- I. **Executive Summary** - The Executive Summary should include a clear statement of the applicant's understanding of the NOFA including a brief summary of the Scope of Work. Include, at a minimum, an outline of the contents of the proposal, an identification of the proposed Program team, a description of the responsibilities of the Program team, and a summary of the proposed services.

- II. **Scope of Services** - Describe in detail what services will be provided and how services will be provided. Include a detailed listing and description of tasks and deliverables. Describe whether the services to be provided are current services already being provided by your organization or whether they are new endeavors. Address each of the following:
 - A. Describe a detailed coverage plan for the Project, including how to locate and engage people sleeping in places not meant for human habitation – including but not limited to encampments and light rail
 - B. Provide a services description that includes the following:
 1. Standards for the size and scope of each outreach workers' caseload
 2. Proposed job duties and written values/standards of service delivery
 3. A brief description of the onboarding curriculum and ongoing training in best and emerging practices for street outreach workers and programs
 4. A written performance evaluation plan outlining target performance measures, including specific data points to collect, description of how data is reviewed and evaluated, and a description of how progress is tracked and reported
 - C. Describe how Street Outreach will function as a mobile "access point" for the overall homelessness response system and how the services will:
 1. Coordinate with other street outreach teams, law enforcement, City homeless response coordinator team, the shelter system, the court system, treatment centers and culturally specific service organizations to avoid duplication and best meet the needs of those being served.
 2. Identify those who are newly homeless and provide referral and support through the Adult Shelter Connect, family shelter team or youth shelter providers. Offer support with self-resolution to prevent newly homeless households from moving deeper into homelessness.
 3. Engage unsheltered households and conduct thorough CES Assessments for eligible households and provide ongoing case management.
 4. Refer or provide services to support understanding housing options and pathways to housing, based on individual, unique situations, barriers,

eligibility and choice both inside (RRH, PSH Housing Supports, EHV) and outside (connecting clients to mainstream housing resources and benefits).

5. Ensure all unsheltered households are entered into and track service engagements via HMIS. Participants are exited once they have secured a permanent housing solution.

- III. **Experience and Capacity** – Describe your organization’s background, cultural competency, and related experience demonstrating ability to provide required services. Indicate if organizational expansion or additional hiring is required to provide service. Describe how the organization will work with other service providers to offer a continuum of outreach services.
- IV. **Personnel Listing** - List involved staff and include specific applicable experience. Include staff’s resumes. Sub-consultants should also be listed, including the identification of any that are certified in the City’s Small & Underutilized Business Program.
- V. **Cost/Fees** - Indicate proposed cost of service including a description of how costs were determined – hourly rates; direct costs and payment billing schedule; list of charges per classification of employee.
- VI. **References** - List the company name, contact person and phone number for at least three contracts/ programs that are similar in scope.
- VII. **Grant-funded Services** - Include a copy of your organization’s most recent audit report and management letter.
- VIII. **Consent for Release of Response Data** - In order to meet its citizen participation goals, the City requires each proposer to sign and submit a “Consent for Release of Response Data” in the form attached hereto as Attachment A. Failure to submit the form will be grounds for rejection of the entire proposal.

4. PROPOSAL SUBMISSION & EVALUATION

I. **Estimated Schedule** - The following is a listing of key dates:

NOFA Released	September 3, 2021
NOFA Questions Due	September 17, 2021
Responses to Questions Posted	September 24, 2021
Proposals Due	October 8, 2021
Proposal Review Period	October 2021 – November 2021
Proposal Selection and Council Approval	November 2021
Contracting	December 2021
Estimated services start date	January 1, 2022

II. **Department Contact/Requests for Clarification** - Prospective applicants may direct questions in writing only to:

Tiffany Glasper
Sr. Project Coordinator
CPED Residential Finance
505 Fourth Avenue South, Suite 320
Minneapolis, MN 55415
Tiffany.glasper@minneapolismn.gov

The Contract Manager is the only individual who can be contacted regarding the NOFA before proposals are submitted. The Contract Manager cannot vary the terms of the NOFA.

All questions are due, in writing, no later than Friday, September 17, 2021. Answers to questions will be posted by 12:00 p.m. on Friday, September 24, 2021 at the City web site at http://www.minneapolismn.gov/cped/cped_rfp

III. **Addendum to the NOFA** - If any addendum is issued for this NOFA, it will be posted on the City web site at: http://www.minneapolismn.gov/cped/cped_rfp. The City reserves the right to cancel or amend the NOFA at any time.

IV. **Proposal Due Date & Location** - Applicants shall submit 2 (two) copies of their proposal, one bound, original copy and one electronic, to the City labeled:

City of Minneapolis CPED
505 Fourth Avenue South, Suite 320
Attn: Tiffany Glasper
Minneapolis, MN 55415

Electronic copies (including all attachments) should be emailed to tiffany.glasper@minneapolismn.gov no later than 4:00 p.m. on Friday, October 8, 2021.

All proposals are due at or before 4:00 p.m. on Friday, October 8, 2021.

NOTE: Late proposals may not be accepted.

- V. Rejection of Proposals** - The City reserves the right to reject any organization on the basis of the proposals submitted. The City reserves the right to reject all proposals or any Consultant on the basis of the proposal submitted. Faxed applications will not be accepted. Applications arriving after the posted deadline may not be accepted. The City has the right to reject any and all proposals.
- VI. Evaluation of Proposals & Selection of Organization** - Proposals will be reviewed by representatives of the City, Department of Community Planning and Economic Development, staff from the Hennepin County Office to End Homelessness and other subject matter experts selected by those offices. Staff will make recommendations to the City Council, which will make the final decision on funding. Proposals will be evaluated on the following key criteria:
- A. Quality, thoroughness, and clarity of proposal.
 - B. Qualifications and experience of staff (includes a review of references).
 - C. How well the Scope of Services offered by the provider meets the NOFA objectives.
 - D. Demonstration of how the provider will collaborate with other service and housing providers.
 - E. Financial responsibility and capacity of provider.
 - F. Provider's experience working with people experiencing homelessness, particularly long-term/chronic homelessness.
 - G. Cultural competency of the provider.
 - H. Cost of services proposed.
 - I. Insurance coverage as defined for the services.
- VII. Contract** - The contracting parties will be the City and the organization selected to provide the services as described herein. The selected proposal, along with the NOFA and any counter proposal may be incorporated into a formal agreement after negotiations. It is the intent of the City to award a single contract for a term of five (5) years with the sole option to extend or renew the contract, on an annual basis based on the organization's performance. Some of the City's common contract provisions and policy requirements can be found [here](#). Proposers unfamiliar with these requirements are urged to seek further information.

ATTACHMENT A

**City of Minneapolis
Consent for Release of Response Data
2021 Emergency Solutions Grant Program: Homeless Street Outreach Services
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Under the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, public disclosure of NOFA response data prior to execution of an agreement is restricted. In order to meet the City's citizen participation goals, the City requires each applicant to waive this restriction.

The undersigned hereby consents to the release of its submission in response to the above referenced NOFA and waives any claims it may have under Minnesota Statutes Section 13.08 against the City of Minneapolis for making such information public.

The foregoing consent and waiver does not extend to financial statements or other data submitted under separate confidential cover with a legal opinion identifying a particular statutory basis, other than Minnesota Statutes, Section 13.591, subd. 3 for classification of the data as private or nonpublic data. The City shall independently evaluate and treat all data submitted under separate cover consistent with the Minnesota Government Data Practices Act.

Date: _____, 2021

(print business name)

By: _____
(sign name of authorized signatory)

(print name of authorized signatory)

Its: _____
(print title of authorized signatory)