

III. Application and Narratives Required for All Proposals

City of Minneapolis 2013 ESG Homelessness Prevention and Rapid Re-Housing Funding

Prior to developing an application and narrative, please review the following written standards for ESG assistance as well as the Cover Letter and ESG Program Funding Information materials.

Applicants for ESG funding will need to be able to address the following standards in their Minneapolis proposal. Applicants should also refer to 24 CFR Part 576 for further requirements of the ESG program.

Policies and procedures for establishing eligibility for assistance *Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);*

- ◆ Rapid re-housing: Minneapolis resident homeless families and single adults without children including unaccompanied youth who reside in a Hennepin County funded homeless shelter (whose previous permanent address within 3 months of entering shelter was within Minneapolis). These clients must have an annual income at or below thirty (30%) of HUD area median family income and meet the definition of homeless as set out in 576.2. Priority for this year's funding is for rapid rehousing for families in shelter and youth in shelter in that order.
- ◆ Homelessness Prevention: Minneapolis resident renters who are established as at-risk of homelessness as set forth in 576.2 as described above.
- ◆ Required documentation of the above will be made by providers by first attempting to get third-party verification of homelessness status. Other acceptable documentation options in secondary order of rank is 1) case manager verification of eligibility; and 2) self-report verification of eligibility combined with justification of efforts made and reasons for a lack of success in obtaining third-party or case manager verification of status.
- ◆ Applicant's level of need will be established through provider verification of resources available to the applicant household, financial and otherwise.

Policies and procedures for coordination among providers and mainstream providers

Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see § 576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);

- ◆ Heading Home Hennepin has several committee working groups demonstrating coordination of services among providers. These along with HPRP lessons, will inform on framework elements to be considered in allowing for ESG to address existing gaps in continuum services or supplement other continuum efforts.
- ◆ Service providers will identify other appropriate and available services (employment, training, education, income supports, etc.) to assist the participant to achieve stable, permanent housing as part of a Housing Stability Plan to be developed with the clients.
- ◆ Hennepin County is in the process of developing a system of coordinated assessment and referral, and all ESG funded providers are expected to take part in the planning and implementation of this system. Currently the county does have some level of coordinated assessment for families while systems for single adults and youth are at various stages of development. HMIS participation will be required of all funding recipient agencies. Any victim service providers funded under the city's ESG program will not need to participate in HMIS but may use an equivalent intake and assessment system as described in 576.400.

Policies and procedures for prioritizing and determining whether HP or RR

Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;

Households must be assessed to determine whether or not the members are eligible to receive ESG-funded services prior to the actual delivery of those services. This assessment must consider whether homelessness prevention or rapid re-housing is the appropriate form of assistance for each eligible household that has been determined.

The initial assessment by providers must determine 576.2 and income eligibility and level of need (including analysis of sufficient resources or support networks) as described above in determining eligibility for assistance. Households that are judged to have the highest level of barriers to stable housing will be given priority for rapid re-housing. For homelessness prevention assistance, those households that are at most imminent threat of

losing stable housing, as measured through a combination of housing costs in arrears, household size, barriers to stable housing, and projected re-housing costs, will be given priority.

Households that have sought assistance during the prior twelve months will be given lower priority than those households that have not received assistance during the prior twelve months.

Monthly participant meetings for re-housing is a practice guideline for which case managers will make themselves available. Participants are not mandated to meet, nor are services hinged on these consultations. The case manager may meet with participants more frequently as warranted and welcomed by the recipient. Prevention recipients will not have the same meetings available.

Standards for any rent and utility costs share required of participants

Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance

- ◆ Households should receive minimum level of assistance, for shortest time necessary, to stabilize housing
- ◆ Assistance prioritized to those for whom stable housing is not possible without assistance
- ◆ Flat subsidies act as an incentive for selecting lower cost housing and allow household to know exactly how much additional income is needed to be secured before the subsidy ends
- ◆ Shallow rent subsidies avoid the “cliff effect” where households cannot increase their income sufficiently to maintain housing situation when subsidy ends

Standards for determining length of rental assistance and whether adjustments allowed and how

Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time

- ◆ Project-based assistance must be for a lease term of a minimum of 12 months.
- ◆ Under ESG regulations, the maximum term of short term rental assistance is three months, for medium term rental assistance the maximum period is 24 months- in both instances within a three year timeframe. Assistance limit terms within these maximum limits to be determined. Evaluation and reevaluation of participant to be done by provider.

- ◆ Rental assistance cannot exceed actual rental cost plus utilities (if utilities expected to be paid by tenant), and be in compliance with HUD reasonable rental standards which will be determined through local rent survey analysis and local HUD Fair Market Rates
- ◆ Rental assistance should be flat and tied to maximum rental subsidies to be determined
 - ◆ Past due rental arrears count toward rental assistance time limits and may not exceed six months of rent arrears, including any late fees on those arrears
 - ◆ Termination of assistance by the provider to be done consistent with 576.402
 - ◆ Late payments. The sub recipient provider must make timely payments to each owner in accordance with the rental assistance agreement. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease. The sub recipient is solely responsible for paying late payment penalties that it incurs with non-ESG funds.
 - ◆ Rental assistance may not be provided to a program participant who has been provided with replacement housing payments under the URA during the period of time covered by the URA payments. In addition, with exception for one-time payment of rental arrears on tenant's portion of rental payment, a program participant household who is receiving either tenant-based or project-based rental assistance through other public sources is not eligible for ESG rental assistance.
 - ◆ Legally-binding, written leases required between participant and Owner unless assistance is solely for rental arrears whereby an oral agreement is permitted if such oral agreement provides the program participant an enforceable leasehold interest under state law and the agreement and rent owed are sufficiently documented by owner's financial records, rent ledgers, or canceled checks.
 - ◆ Rental assistance payments are only made to owners by the subrecipient provider under terms set forth in a rental assistance agreement. The rental assistance agreement must provide that during the agreement's term, the owner must provide the subrecipient provider copy of any notice to the program participant to vacate the housing unit, or any complaint used under state or local law to commence an eviction action against the program participant. These rental assistance agreements terminate and no further payments made under such agreement if
 - Program participant moves out of housing unit covered by participant's housing lease;
 - The lease terminates and is not renewed; or
 - The program participant becomes ineligible to receive ESG rental assistance
- ◆ No rental assistance use allowed outside of County

- ◆ Subrecipient providers will be responsible for adherence to the tenant-based rental and project-based rental stipulations found in 576.106 (h) and (i)
- ◆ Adjustment allowances likely to be permitted subject to determination following an initial stabilization period and monthly thereafter. As income increases, an equal percentage of support will decrease across time. Six months prior to the end of the maximum support window, financial assistance decrease in 1/6ths increments. If an eligible household still requires assistance beyond ESG time limits, providers will refer such households to permanent supportive housing options.

Standards for determining type, amount, and duration of housing stabilization/relocation services including maximum length, amount of assistance and maximum number of times for assistance

Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance

All households deemed eligible for ESG-funded homelessness prevention or rapid re-housing assistance will be provided three months of housing stabilization and/or relocation assistance as a means to develop housing stability. Assisted household and subrecipient provider can agree that three months of such assistance is not necessary. However, housing stability case management cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 24 months during the period the program participant is living in permanent housing. Component services and activities of housing stability case management consist of:

- ◆ Using the centralized or coordinated assessment system as required under 576.400(d), to evaluate individuals and families applying for or receiving assistance;
- ◆ Conducting initial evaluation required under 576.401(a), including verifying and documenting eligibility for applying for homelessness prevention or rapid re-housing assistance;
- ◆ 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;

- ◆ Developing an individualized housing and service plan including planning a path to permanent housing stability solutions; and
- ◆ Conduction reevaluations required under 576.401(b)

The activities named above fall under the housing stability case management limits for duration of services.

Expenses paid under financial assistance costs, as part of housing relocation and stabilization services are subject to the following limitations:

Subject to the general conditions under 576.103 and 576.104, ESG funds may be used to pay housing owners, utility companies, and other third parties for the following costs:

- ◆ *Rental Application Fees:* ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
- ◆ *Security Deposits:* ESG funds may pay for a security deposit that is equal to no more than two months rent.
- ◆ *Last Month's Rent:* if necessary, to obtain housing for a participant, the last month's rent may be paid from ESG funds to the owner of that housing at the time the owner has paid the security deposit and the first month's rent. This assistance must not exceed one month's rent and must be included in calculating program participant's total rental assistance, which cannot exceed 24 months during any three-year period.
- ◆ *Utility Deposit:* ESG funds may pay for a standard utility deposit required by the utility company for all customers for the utilities listed in the utility payments section below.
- ◆ *Utility Payments:* ESG funds may pay for up to 24 months of utility payments per program participant, per service, including up to six months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participants shall receive more than 24 months of utility assistance within any three-year period.
- ◆ *Moving Costs:* ESG funds may pay for moving costs such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.
- ◆ *Services Cost:* subject to general restrictions under 576.103 and 576.104, ESG funds may be used to pay the costs of providing the following services:
 - Housing Search and Placement: service or activities necessary to assist program participants in locating,

obtaining, and retaining suitable permanent housing, include the following:

- Assessment of housing barriers, needs, and preferences;
- Development of an action plan for locating housing;
- Housing search;
- Outreach to and negotiation with owners;
- Assistance with submitting rental applications and understanding leases;
- Assessment of housing for compliance with ESG requirements for habitability, lead-based paint, and rent reasonableness;
- Assistance with obtaining utilities and making moving arrangements; and
- Tenant counseling.

ESG-funded homelessness prevention and rapid re-housing services will be administered with a focus on helping households transition from housing instability towards stability. This will be accomplished by subrecipient providers assessing barrier levels and assets of participants to assemble a plan for housing stability that employs eligible ESG-funded services in amounts and for durations that can lead to housing stability within ESG program limits. Following the end of a three month stabilization period, housing stability reassessment will occur monthly.

Considering the above written standards, please submit a proposal narrative and budget addressing the questions below.

Proposals should be submitted in the format described below. For the Financial Information, please use the Excel spreadsheet provided with this RFP solicitation. All two spreadsheet tabs must be completed.

Format Requirements:

- Leave a one-inch margin on all narrative pages
- Text should be in Arial, 12 point font
- Documents should be submitted using black ink only (no color copies please)
- Consecutively number all pages at the bottom center of the page
- Arrange the proposal following the order listed on the Proposal Narrative Requirements
- Label each section as it is listed on the Proposal Narrative Requirements- you may use outline format (i.e. 1. a.) or not, as long as Proposal Narrative follows the order outlined.
- Service Summary Page is limited to **one page**
- Applicant Experience and Capacity is limited to **one page**

- All other proposal narrative is requested to be limited to **maximum of 15 pages**
- The Budget Narrative requested to accompany budget sheets can be as long as necessary to explain your budget elements. If multiple pages, please number them in a footer as “Budget [page #]”
- Pages exceeding respective limits will not be considered
- Submit an electronic copy of the proposal to:
- use standard sized 8 ½” x 11” paper only
- Copy on one side of the paper only. Two sided copies cannot be accepted
- Please bind the proposal in a manner which allows it to be disassembled.
- Do not staple your proposal materials and do not submit proposals in three-ring binders.
- Submit three (3) copies of the completed proposal to

ESG RFP

**Proposal for ESG HP/RR Programming
City of Minneapolis Procurement Division
330 Second Avenue South, Room 552
Minneapolis, MN 55401-2211**

PROPOSAL NARRATIVE REQUIREMENTS

1. Submit Service Summary Page (One Page)

- a. The purpose of the Service Summary Page is to present a comprehensive, concise summary of the contracted service(s). It should be written for a general audience and may be used as a primary source of program information for Elected Officials and other public.
- b. The Service Summary Page must include each of the following six sections shown below. Please use this format, with each section numbered from 1-6 and with each section title capitalized and underlined. The one page program summary cannot exceed one page in length. You may adapt the information within each section as necessary to best describe the program. Please include the name of the organization and the name of the program at the top of the page.

1. SUMMARY PARAGRAPH: This paragraph should include a very brief overview of the program, including the services provided through this contract, the intended program results or outcomes for clients and the service activities the clients will receive. Identify service components, using HUD HPRP categories. This paragraph should be as concise as possible.
2. TARGET POPULATION: Include the geographic area and/or populations (prevention programs) and/or the crisis shelters from which homeless clients will be re-housed, and the proposed capacity and/or number of persons served.
3. AGENCY STATUS/LICENSURE: Identify organizational status (i.e., incorporated nonprofit, incorporated for profit, sole proprietor, or governmental) and the State of Minnesota license and any rules with which the program is required to comply.
4. SERVICE SITE(S): If services will be provided at a particular location, identify the service address(es). Briefly describe the facility to be used, with the building characteristics that will impact services, including accessibility and access to public transportation.
5. PLACEMENT PROCEDURE: Briefly describe how clients will access the program (e.g., phone call, self-referral, referral from a community agency), major sources of referrals, and any special approvals that are needed, such as whether the placements must be authorized by the crisis program, Hennepin County or others.

6. **FUNDING SOURCE:** Identify major sources of revenue used to support the program during self-identified performance period. Indicate any restrictions on these revenue sources consistent with requirements listed in the ESG Program Funding Information document.

2. Applicant Experience and Capacity (Limit to one page):

- a. Provide job descriptions, including staff experience and qualification) for positions that will carry out ESG services and functions. For each position, include title and/or qualifications of staff who will provide direct supervision for that position.
- b. Include the name, title and/or qualifications of the person(s) who will approve rental assistance decisions and extensions of rental assistance.
- c. Briefly describe agency’s experience in working with extremely low income people, particularly any experience helping them resolve housing and financial crises. Reference the organization’s mission and vision, services, etc.
- d. Please address the ability to quickly implement the program and to coordinate services with other funding resources.
- e. If your agency received Homelessness Prevention and Rapid Re-housing Program (HPRP) funds from either the City or Hennepin County, or if you have received Minneapolis Services ESG please answer the following table and question and indicate for which program you are reporting:

Prevention Households who were re-housed:	
How many households did you serve?	
Of those served, how many exited the program to Permanent Housing?	
Rapid Re-housing Households who were re-housed:	
How many households did you serve?	
Of those served, how many exited the program to Permanent Housing?	

- f. Will your agency replicate an HPRP program design? If so, briefly describe what worked with that approach or if approach could be improved, describe changes that to the design that you propose with this RFP.
- g. If this proposal represents a partnership, each organization’s experience and capacity should be described as it relates to the role they will play in the proposal. (Limit: 1 ½ pages per organization)

3. Title of Proposed Project/ Program

4. Submit Outcomes – Applicants must submit this information using the Performance Measurement Form which accompanied this RFP booklet.

- a. The intended outcomes are included in this RFP. Agencies should propose more specific performance goals based upon their target population, services and expectations. It is understood that these are proposed performance goals which can be modified based upon actual experience.
- b. Minneapolis is committed to defining outcomes as a critical part of developing and managing contracted services. The Applicant will be expected to maintain records and submit reports showing actual results.
- c. Agencies will discuss specific outcome measures and performance goals during contract negotiations. Complete the Performance Measurement Summary form, describing the service outcomes and how they will be measured.

5. Project/Program Proposal Need

- a. Briefly describe the need for each of the proposed program activities (Rapid Re-Housing and Homelessness Prevention).

6. Target Population

a. What is target population for Prevention Services for At-risk Homeless?
(Check all that apply)

Families

Adults without children in their care

Youth

b. What is target population for Rapid Re-Housing Services for Homeless Households? (Check all that apply)

Families

Adults without children in their care

Youth

c. Will any particular sub-populations be served by this project/program?

d. Describe program's outreach and engagement plan. How and where will staff find and inform potential participant households about the program?
How can people access services?

7. Program Design

- a. Check off and then below table, clearly describe how ESG-eligible Rental Assistance and Housing Relocation and Stabilization Services will be offered through this program and factor into your program design consistent with HUD and City standards outlined previously. If you are applying to work with both At-Risk Households and Homeless Households, please describe any differences in program design approach for each two activities.

	Short-term Rental Assistance (Tenant-based; up to 3 months)
	Medium-term Rental Assistance (Tenant-based; 4-24 months)
	Rental Arrears (up to six months)
	Financial Assistance: Rental Application Fees
	Financial Assistance: Security Deposits
	Financial Assistance: Last Month's Rent
	Financial Assistance: Utility Deposits
	Financial Assistance: Utility Payments
	Financial Assistance: Moving Costs
	Services: Housing Search and Placement
	Services: Housing Stability Case Management
	Services: Mediation
	Services: Legal Services
	Services: Credit Repair
	HMIS Costs

- b. Description of above checked rental assistance and services:
- c. Describe how program amount and length of rental assistance to be provided are consistent with HUD/City standards outlined above. If different, explain reasons why a differing standard is used and how that will be reconciled with the HUD/City standards?
- d. How will project prepare households with maintaining permanent housing after their ESG assistance ends?
- e. Describe how households will be assisted to find appropriate housing.
- f. Describe any relationships (current or to be developed) with local landlords. How will these relationships work to house those with significant rental barriers?

8. Admission and Discharge Criteria and Process

- a. Describe the process for ESG eligibility screening, program admission decisions and prioritization. Include any admission criteria used in addition to HUD and City standards.
- b. Describe the process for screening out individuals and families who require longer-term or more intensive services and are unlikely to sustain housing after ESG assistance ends. Where and how will you refer such households to other resources?
- c. Describe criteria for terminating rental assistance and/or services, and the due process rights of program participants.

9. Projected Outputs of Activities

- a. Estimate the number of households who are expected to receive each type of activity.

<i>Number</i>	
	Short-term Rental Assistance (Tenant-based; up to 3 months)
	Medium-term Rental Assistance (Tenant-based; 4-24 months)
	Rental Arrears (up to six months)
	Financial Assistance: Rental Application Fees
	Financial Assistance: Security Deposits
	Financial Assistance: Last Month's Rent
	Financial Assistance: Utility Deposits
	Financial Assistance: Utility Payments
	Financial Assistance: Moving Costs
	Services: Housing Search and Placement
	Services: Housing Stability Case Management
	Services: Mediation
	Services: Legal Services
	Services: Credit Repair

10. Program Coordination, Consultation and Community Involvement

- a. Describe how this program will coordinate with other agencies and organizations to identify ESG participants and to maximize the use of mainstream resources.
- b. Indicate the agencies and organizations the program will coordinate with to help households increase their income and sustain housing after ESG program services end.
- c. Indicate the agencies and organizations that offer mental health, chemical health, healthcare, domestic violence and other services to which the program will refer ESG households who want and need voluntary services.
- d. How will service duplication be avoided?

11. Homeless Participation Requirements

- a. Recipients of ESG funds are required by law to provide for the participation of at least one homeless or formerly homeless person(s) in a policy-making function within the organization. This might include, for example, involvement of a homeless or formerly homeless person on the Board of Directors or similar entity that considers and sets policy or makes decisions for the recipient agency. Please describe how your agency meets this requirement.

12. Addressing HUD Regulatory Requirements

- a. Describe how your project will comply with each of the following regulatory requirements and past agency experience in working with requirements.
 - i) HUD Standard of Rent Reasonableness
 - ii) HUD Habitability Standards and Inspection Requirements as found in 24 CFR 576.403 (c)
 - iii) Lead-Based Paint Regulations in 24 CFR Part 35, subparts A, B, H, J, K, M and R

13. Financial Information

- a. As a requirement of this RFP, the Applicant will be required to submit both agency and program financial information. A spreadsheet with two tabs accompanies this RFP. One tab asks for a project/program budget by

eligible costs. The second tab asks for an agency budget by programs that the agency operates.

- b. Please provide a Budget Narrative to accompany the budget sheets to explain any budget elements. This Budget Narrative can be more than one page if necessary and does not count against the proposal narrative page limits expressed above.
- c. The Budget Narrative should also address the following:
 - i) Description of the initial start-up period. Indicate when assistance/services will begin and when the program will be at full capacity.
 - ii) Description of the period during which you will phase down services and staffing to close the program by end of grant period.
 - iii) List assumptions used to estimate financial assistance costs (e.g. average length and amount of rental assistance for X participant households, average housing start-up costs for homeless households re-housed, etc.). See HUD regulations and City Standards above for details/restrictions regarding each category.
 - iv) List assumptions used to identify costs for Housing Relocation and Stabilization Services. See HUD regulations and City Standards above for details/restrictions regarding each category.
- d. Non-Esg Matching Funds. Include in the Budget Narrative the following table along with any explanation to allow the City to determine eligible match. The match total should equal the match indicated on the program budget sheet.

Funding Source*	ESG-Eligible Activity **	Time period for Matching funds***	Dollar Amount
TOTAL			\$

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* Be descriptive in naming each funding source in order to determine its potential eligibility as outlined in §576.201.

** Eligible Matching Activities (defined in §576.101-§576.109) include:

- Administration
- Street Outreach
- Emergency Shelter
- Housing Relocation and Stabilization Services: Homelessness Prevention
- Housing Relocation and Stabilization Services: Rapid Re-housing
- Short & Medium-Term Rental Assistance: Homelessness Prevention
- Short & Medium-Term Rental Assistance: Rapid Re-housing
- HMIS Component

*** Expenditure dates for matching funds must occur during the program performance period (February 1, 2013- May 31, 2015)

- e. With the submission of a proposal, the Provider acknowledges that they will provide no financial assistance under this contract that will be used to assist any property owned by the contracted agency(ies), or the parent, subsidiary or affiliated organization of the contracted agency(ies).