

April 2019

2019 EMERGENCY SOLUTIONS GRANT PROGRAM REQUEST FOR PROPOSALS

Emergency Shelter Rehab/Renovation and Emergency Shelter Essential Services

The City of Minneapolis Community Planning and Economic Development (CPED) Department is advertising the availability of 2019 federal Emergency Solutions Grant Program (ESG) funds for emergency shelter activities including, the renovation or rehabilitation of emergency shelters for people experiencing homelessness, positive conversion of buildings for use as emergency shelters, and the delivery of essential case management services to single adult emergency shelter users.

ESG program funds may be used for furniture, security systems and/or equipment in new construction, positive conversion or renovation/rehabilitation projects. Proposals requesting ESG funding for furnishings, security systems and equipment will be thoroughly analyzed to ensure compliance with the City of Minneapolis Consolidated Plan and applicable HUD regulations. Neither property acquisition nor new construction is an eligible use of these funds.

In October 2018, the Minneapolis City Council directed staff to prepare an amendment to the Consolidated Plan that would allow the City to utilize a portion of our annual ESG grant to fund a pilot initiative aimed at reducing the overall length of stay among single adult shelter users. This will also be an eligible use under this RFP.

This RFP is not intended to solicit proposals for any other operating costs as defined under 24 CFR §576.102(3).

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 HEARTH Act's definition of "Homeless" includes people who lack a fixed, regular, and adequate nighttime residence, people living in places not meant for human habitation (the streets, abandoned buildings, etc), and people living in an emergency shelter or transitional housing facility.

The definition also includes situations where a person is at imminent risk of homelessness or where a family or unaccompanied youth is living unstably. Imminent risk includes situations where a person must leave his or her current housing within the next 14 days with no other place to go and no resources or support networks to obtain housing. Instability includes families with children and unaccompanied youth who: 1)

are defined as homeless under other federal programs (such as the Department of Education's Education for Homeless Children and Youth program), 2) have lived for a long period without living independently in permanent housing, 3) have moved frequently, and 4) will continue to experience instability because of disability, history of domestic violence or abuse, or multiple barriers to employment.

Representatives from Minnesota Housing Finance Agency, Hennepin County, Family Housing Fund, and CPED may review information submitted by applicants and may conduct interviews with the applicants. Staff will make recommendations to the City Council for their funding decisions.

Emergency Shelter Rehabilitation/Renovation Requirements

Basic Emergency Solutions Grant Program information and requirements for the renovation or rehabilitation of emergency shelters for people experiencing homelessness and to positively convert buildings for use as emergency shelters include:

- Shelter must be owned by a private non-profit corporation or a government entity.
- Applicant must provide a letter from City Zoning/Development Services stating that the property is properly zoned with necessary conditional-use permits in place. If a zoning change or a conditional-use permit is needed, applicant must obtain a letter from CPED Planning describing what must be done and the timetable for obtaining the approvals and submit with the funding application.
- Projects assisted with ESG emergency shelter funds cannot require occupants to enter into lease or occupancy agreements of any kind unless it is a project that was funded with FY 2010 ESG funds.
- Applicant must demonstrate sufficient knowledge, experience and capacity to undertake and complete the development project.
- Applicant must demonstrate the ability to enter into ESG contracts with the City of Minneapolis within sixty days of City Council approval.
- The grant-eligible work items must be completed and funds spent no later than May 31, 2021.
- The building must be maintained as an emergency shelter for homeless people for a period of either 3 or 10 years depending on the degree of renovation and the value of the building.
- Recipients of ESG funds must participate in the Hennepin County Coordinated Entry System.
- Recipients of ESG funds must participate in a Homeless Management Information System (HMIS) and will be required to collect data on all universal elements as defined in HMIS.
- Applicant must provide the organization's most recent audited financial statements.
- Applicant must provide evidence of sufficient amount of revenue/income to operate the project.

- Shelters assisted must at minimum meet the shelter and housing standards as outlined in 24 CFR §576.403, as well as state and local government safety and sanitation standards, as applicable, including the requirements for lead-based paint and energy-efficient appliances.
- Competitive bidding must occur in accordance with the City's bidding instructions, which are included in the RFP materials.
- All development funding sources, in addition to the ESG funds, must be secured before a closing can occur.
- A match equal to the program award is required, and can be in the form of operating costs funds provided by other entities to recipient projects. Other match sources for projects can include rehabilitation-specific contributions from Minnesota Housing, foundations, and private sources.
- Environmental testing, including lead-based paint risk assessment and remediation, will be required in most projects funded with ESG.
- Federal relocation regulations and local relocation rules apply to **all** projects funded through the Affordable Housing Trust Fund and the ESG Program.

During the application review process, applicants may be asked to provide additional information to insure compliance with the federal relocation regulations and the local relocation rules. Additionally, CPED staff will conduct a physical inspection of the property for which rehabilitation/renovation funds are requested.

Funding applications for ESG Renovation and Rehabilitation must include all of the following materials:

1. The Minnesota Multifamily Rental Housing Common Application Form available from Minnesota Housing's web site
<http://www.minneapolismn.gov/www/groups/public/@cped/documents/webcontent/wcmsp-199554.pdf>
2. The Minnesota Multifamily Rental Housing Narrative section with supporting documentation
3. The CPED Supplemental Application Form
4. A Site Location Map
5. Photos of the property, including photos of the areas to be rehabbed/renovated
6. Evidence of ownership/site control
7. Signed Form of Consent for Release of Response Data
8. Evidence that a homeless or formerly homeless individual participates in a policy-making function within the organization. For example, a homeless or formerly homeless individual's participation on the Board of Directors or similar body that considers and sets policy for the agency/organization receiving ESG funds.
9. Detailed and realistic scope of work, sources and uses budget, and project schedule.
10. Occupancy information/rent rolls as of the date of site control e.g. the signing of the purchase agreement; the signing of the option to purchase; and so forth.

11. Occupancy information/rental rolls as of the date that the ESG Emergency Shelter Program application was submitted to CPED.
12. Draft relocation plan and budget for temporary relocation (on site and off site), permanent relocation, and a combination of both.
13. Evidence of organization's participation in a Homeless Management Information System (HMIS)
14. A letter from the officially recognized neighborhood organization in which the project is located. The letter should indicate that the neighborhood group has had an opportunity to review the ESG funding proposal.
15. City of Minneapolis SUBP Goals Form
16. Evidence of additional project funding (copies of award letters, etc)

Projects that leverage additional funding sources to help cover the estimated development costs and projects incorporating green/sustainable elements consistent with the "Minnesota Overlay to the Green Communities Criteria" and/or National Green Communities Criteria will receive priority consideration for ESG funding.

Emergency Shelter Essential Services (Case Management)

With this RFP, the City is accepting applications for the provision of essential services directed to high-frequency and/or long-term single, adult shelter users aimed at transitioning individuals to transitional and permanent housing options. Specifically, the City will entertain proposals that propose to provide intensive case management services eligible under the Emergency Solutions Grant. Case management is defined as the cost of assessing, arranging, coordinating and monitoring the delivery of individualized services to meet the immediate housing placement needs of program participants. The outcome of this work is to increase turnover of emergency shelter bed supply. Basic Emergency Solutions Grant Program information and requirements for the provision of essential services include:

- Applicant must demonstrate sufficient knowledge, experience and capacity to undertake and complete intensive housing focused case management for long-term, single adult shelter users
- Applicant must demonstrate long-term experience operating large shelter programs of 60+ individuals
- Applicant must demonstrate extensive experience in case management for frequent/long-term shelter stayers
- Applicant must demonstrate the ability to increase existing case management capacity or ramp up and hire a case manager to perform the work
- Services and activities must consist of:
 - When appropriate, connecting frequent/long-term shelter stayers to the Hennepin County Coordinated Entry System by either ensuring that the person receive an assessment or making the connection to housing providers if a referral for the person is made.

- Coordinate with Adult Shelter Connect for verifying and documenting eligibility
 - Securing and coordinating services and obtaining appropriate federal, state and local benefits for clients
 - Monitoring and evaluating client progress
 - Assist in making needed referrals by facilitating a warm handoff between the person and the service or agency.
 - Developing an individualized housing and service plan leading to permanent housing stability for each person on the case manager's case load.
 - Utilize the Length of Stay report in Homeless Management Information System (HMIS) to determine who to target and bring onto case load.
- Applicant must demonstrate the ability to enter into contracts with the City of Minneapolis within sixty days of City Council approval.
 - The contracted work must be completed and funds spent no later than May 31, 2021.
 - Recipients of ESG funds must participate in a Homeless Management Information System (HMIS) and will be required to collect data on all universal elements as defined in HMIS and consistent with the local data quality plan.
 - Applicant must provide the organization's most recent audited financial statements. A match equal to the program award is required, and can be in the form of operating costs funds provided by other entities to recipient projects.

During the application review process, applicants may be asked to provide additional information to insure compliance with the federal regulations.

Funding applications for ESG Essential Services must include all of the following materials:

1. The Minnesota Multifamily Rental Housing Narrative section with supporting documentation
2. Signed Form of Consent for Release of Response Data
3. Evidence that a homeless or formerly homeless individual participates in a policy-making function within the organization. For example, a homeless or formerly homeless individual's participation on the Board of Directors or similar body that considers and sets policy for the agency/organization receiving ESG funds.
4. Detailed and realistic scope of work, sources and uses budget, and project schedule.
5. Evidence of organization's participation in a Homeless Management Information System (HMIS)
6. Evidence of additional project funding (copies of award letters, etc)

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 2019 Consolidated Plan Action Plan to be available approximately April 22, 2019 at http://www.minneapolismn.gov/grants/grants_consolidated-plan

For information and questions related to the HMIS requirements, please contact Emily Salvarterra at emily.salvatterra@icalliances.org

Citizen Participation:

The City of Minneapolis has established a citizen participation process for development projects impacting neighborhoods and values advice/input from the public obtained through this process. Under the Minnesota Government Data Practices Act, Minnesota Statutes Ch. 13, public disclosure of RFP response data prior to execution of a contract is restricted. In order to meet the City's citizen participation goals, the City requires each proposer to execute and submit a "Consent for Release of Response Data" form. Failure to submit the "Consent for Release of Response Data" form will be grounds for rejection of the entire proposal. Notwithstanding the foregoing, if proposers are being asked to provide financial statements as part of the RFP response, proposers may submit such financial statements confidentially under separate cover and it will be treated consistent with the Minnesota Government Data Practices Act.

If there are any questions about the ESG Program RFP, contact Tiffany Glasper at 612-673-5221 or Tiffany.Glasper@minneapolismn.gov.

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