**INVITATION TO APPLY**

**FY 2018 EMERGENCY SOLUTIONS GRANTS (ESG) PROGRAM**

**The City of Aurora**

is seeking proposals from organizations with specific skills in providing:

**Rapid ReHousing Housing Activities (housing navigator and services)**

**(Homelessness Prevention Activities)**

Application Packet for Request for Proposal (RFP) will be available at the following locations:

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| **MARTIN LUTHER KING JR LIBRARY/MUNICIPAL SERVICES CENTER**  Community Development Division, Second Floor  9898 E Colfax Ave  Aurora, Colorado 80010 |
| **City of Aurora Website** at [www.auroragov.org](http://www.auroragov.org) or <https://www.auroragov.org/residents/community_development/homelessness_assistance_programs/> and click on ESG RFP to download application in word format. |

The Community Development Division on Second Floor - must receive all completed submissions and have them time-stamped at our office no later than:

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| **June 6, 2018 5:00pm** |
| Time stamped applications, should be placed in “contractors bid box” on the counter next to the elevator doors, on the second floor of 9898 E Colfax Avenue. |
| **MARTIN LUTHER KING JR** **LIBRARY BUILDING HOURS:**  Monday – Friday: 8:00am – 5:00pm, same hours for Community Development |
| **LATE, FAXED, MAILED, E-MAILED OR APPLICATIONS HANDWRITTEN IN SCRIPT**  **will not be accepted** |

Contact Information:

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| ***Sharon Duwaik, Program Specialist***  [*sduwaik@auroragov.org*](mailto:sduwaik@auroragov.org)303-739-7916 |
| ***Chris Davis, Community Development Planner***  [*cdavis@auroragov.org*](mailto:cdavis@auroragov.org) 303-739-7938 |
| ***City of Aurora***  *Community Development Department*  *9898 E Colfax Avenue* *Aurora, Colorado 80010* |

## A. AVAILABLE FUNDING

|  |  |
| --- | --- |
| **The total amount of ESG funds that are applicable to this RFP are such:** | |
| **Rapid ReHousing Activities (RRH) and**  **Homelessness Prevention Activities (HP)**  \*Applicants of RRH and HP are allowed to apply for either one activity or a combination of both activities. HP is only in event of changes in economy prelude the use of RRH. | Up to $78,344 for singles or families referred through OneHome  The City may choose one or more applicants. |
| Note:  *\*For descriptions of all activities see page 17-19, of the attached application.* | |

# B. EXPECTATIONS FOR APPLICANTS

The following expectations will be considered when reviewing ESG applications for funding of the 2018 ESG funds:

1. Applicant must be able to follow ESG guidelines for Rapid ReHousing and the A@H existent ESG RRH Program. ESG regulations are tightly constructed and there is not a lot of opportunity to create a “new” program.
2. Funds are earmarked for programs that are specifically designed to provide case management or housing navigation to **families** or **individuals**, by Rapidly Rehousing these households. Which includes:
   1. Case Manager/Housing Navigator should be at least three quarter time to fulltime.
   2. At the minimum, monthly visits to assisted households are required.
   3. Goal setting is required, specifically around maintaining housing.
   4. Length of time per household is not less than 3 months and minimally 6 months (see #6).
   5. Coordination with A@H Collaborative and MDHI.
   6. Utilizing “OneHome” coordinated entry is required.
   7. Utilizing the paperwork, forms, Policies and Procedures created by A@H/CoA is required. When MDHI has formalized their version of these—applicant must adapt to MDHI forms, P&P, etc.
   8. HMIS data must be entered within the allowed timeframe (within 5 days). HMIS reports must be error free.
      1. Must have a plan for adequate data entry by staff.
      2. Problems with HMIS data entry may result in grant award being terminated.
3. Must focus on accomplishing the City of Aurora’s strategic goals to end homelessness as outlined in the City’s Consolidated Plan, Aurora’s Homeless Plan “Aurora @ Home” and repeated in the Exhibits to the contract/agreement to subrecipient.
4. Must be a participating member of the A@H Collaborative.
   1. Case managers/housing navigators attend the A@H case managers/housing navigators meetings.
   2. Case managers/housing navigators attend A@H meetings on forms and any other pertinent meetings.
5. Must be a participating member in MDHI RRH/OneHome meetings.
   1. Case managers/housing navigators attend RRH meetings
   2. Case managers/housing navigators attend “OneHome” meetings
   3. Case managers/housing navigators attend MDHI trainings
6. Applicant will use “Housing First” methods (within the parameters of ESG RRH/HP) program models, progressive case management and services. **(Progressive Engagement** is an approach to helping households end their homelessness as rapidly as possible, despite barriers, with minimal financial and support resources. More supports are offered to those households who struggle to stabilize and cannot maintain their housing without assistance. “Less can be more”.)
7. Funds are meant to supplement existent case management housing program or create a new a case management housing program, not simply be an add-on service.
8. The main focus of RRH will be on housing homeless families and individuals through the “OneHome” coordinated entry process (576.400 (d)) into Aurora housing units. Applicant will be required to accept referrals from “OneHome”.

# C. MANDATORY MATCH REQUIREMENTS

# The Emergency Solutions Grants (ESG) Program requires matching funds equal to the amount of the requested funds. All Applicants must provide documentation of match with the RFP application (see pages 12-13 of application for more information).

Once ESG funds are awarded, every Payment Request must include documentation (invoices, timesheets, etc) that the Payment Request amount has been matched and **spent**.

# D. APPLICATION ASSISTANCE

Any questions regarding the “Request for Proposal” Application, please call Sharon Duwaik at 303-739-7916.

**E. RFP SUBMISSIONS**

Submit one (1) original (with original signature), plus one (1) copy in a sealed envelope with the words “ESG RRH RFP 2018” written on the envelope. Proposals must not be bound or stapled; secure proposals with a binder clip. Number pages and label each section with identifying tabs utilizing RFP section and paragraph titles. Envelope must be time-stamped and placed in “contractors Bid box” on the counter next to the elevator doors, on the second floor.

Application must be complete and must include all documentation requested included with the application, regardless of whether or not any of these items have been submitted in prior years.

# Due by: June 6, 2018, by 5:00pm, time stamped and placed in “contractors bid box”

# Martin Luther King Jr Library – 2nd Floor Large Conference Room, 9898 E Colfax

**F. THE CITY RESERVES THE RIGHT TO THE FOLLOWING:**

1. Incomplete applications will not be processed unless the City grants a waiver, in writing.
2. Proposals that are disqualified will not be reviewed or evaluated by the RFP review team.
3. Site Visits: The City may perform site visits during the review phase of this RFP process with applicants; therefore, your organization should be prepared for City staff to tour your facility, observe current project activities and interview and observe staff members involved in similar activities to the services in which you are requesting funding. Proper notice of any onsite visit will be provided.
4. The City reminds Applicants to keep in mind that ESG funding is dependent annually on Congress, changes to the amount can also vary annually and that agencies should not depend on ESG funds in their annual budgets. The City also notifies agencies that past grant awards do not guarantee future awards.

# G. ESG PROGRAM OVERVIEW - HEARTH ACT

On May 20, 2009, Congress adopted S.896, The Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The HEARTH Act amends and reauthorizes the McKinney – Vento Homeless Assistance Act of 1987. On November 15, 2011, HUD released the interim regulation for the new [Emergency Solutions Grants (ESG) program](http://www.hudhre.info/esg) and the corresponding amendments to the Consolidated Plan regulations and published the final rule on the definition of homelessness, which changed as legally defined in Public Law 100-628.

The HEARTH Act also consolidates HUD’s homeless assistance programs, created a Rural Housing Stability

Program; simplified match requirement; increased prevention resources; and, increased the emphasis on performance by requiring participation in HMIS.

The change in the program’s name, from “Emergency Shelter Grants” to “Emergency Solutions Grants”, reflects the change in the program’s focus from addressing the needs of homeless people in **emergency or transitional shelters** *to* **assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness (i.e. rapid rehousing)**.

# H. DEFINITION OF HOMELESS & AT-RISK OF HOMELESSNESS (for RRH & HP)

# The definitions for “homeless person” is defined under HUD’s Federal homeless definition 576.2 as (1) and (4) of the Federal Register Vol.76, No 233. Please see the application for definition.

The definition for **“at-risk of homelessness”** person (for the **Homelessness Prevention** program) is defined under HUD’s Federal homeless definition 576.2 as (2) , (3) and (4) of Federal Register Vol.76, No 233. Please see the application for definition.

**I. FUNDING FROM HUD**

At the time of the release of this request for proposals, funding amounts have been published, however, HUD can determine to change funding amounts. All funding is projected and awards may be modified to reflect actual awards made by the Department of Housing and Urban Development.

Pursuant to the terms of the grant agreement between the Department of Housing and Urban Development (HUD) and the City of Aurora, with regular performance evaluations by HUD. Continuation of funding for each year is contingent upon the satisfactory fulfillment of the stated goals of the grant agreement with HUD and between the City and the subrecipients. Organizations must expect to make a

significant difference in breaking the cycle of homelessness and hold to high standards of effort and accomplishment. Failure to achieve contracted goals and comply with contract provisions will lead to potential de-obligation and termination of funds to homeless providers unable to meet goals.

# J. ELIGIBLE ACTIVITIES per this RFP

**Rapid Re-Housing** serves Aurora homeless families with dependent children and Individuals/Singles who are literally homeless, and who are unable to locate emergency shelter in Aurora, to move into permanent housing and achieve housing stability. Activities include housing stabilization services as well as short and medium term rental assistance. Households must meet criteria 1 and 4 of the homeless definition. Referrals for the program will come from the Aurora @ Home collaborative.

**Prefer funded agency resides in Aurora. Regardless, services must assist Aurora-only households in their program. Agency must participate in the Aurora @ Home Collaborative and “OneHome” coordinated entry.**

**Preferred use is RRH, however if the economy takes a downturn and RRH becomes difficult to spend, HP is permissible:**

**Homelessness Prevention** -provides housing relocation and stabilizationservices and short- and/or medium-termrental assistance necessary to prevent anindividual or family from moving intoan emergency shelter or another placedescribed in paragraph (1) of the‘‘homeless’’ definition in § 576.2. Targeting households that are 30% AMI and below. Must meet criteria 2, 3 or 4 of the homeless definition. Referrals of the program will come from the Aurora @ Home collaborative.

**Prefer funded agency resides in Aurora. Regardless, services must assist Aurora-only households in their program. Agency must participate in the Aurora @ Home Collaborative and “OneHome” coordinated entry.**

# K. INELIGIBLE ACTIVITIES per this RFP

# The following activities are prohibited:

1. Acquisition of a facility for use as an emergency shelter for the homeless.
2. Rehabilitation services such as preparation of work specifications, loan processing, or inspections.
3. Renovation or conversion of buildings owned by primarily religious organizations or entities. All services must be free from religious influences.

# L. RFP EVALUATION - SELECTION CRITERIA

The ESG RFP review committee will evaluate and score proposals for review under this RFP. Following are the criteria and scoring points which will be utilized to select a grantee:

Rapid Re Housing Activities: Maximum Points

**Progressive Engagement, Housing First principles** used 10

Program **experience** and qualifications 10

Program **currently** **provides** Rapid ReHousing 10

**HMIS** staff **ability** to enter data and run timely reports 10

Staff devoted **specifically** to case management/housing navigation 10

**Collaborative** Effort 10

Active Participation in **A@H** Case management meetings 10

Active Participation in **MDHI** RRH, OneHome meetings…………….. 10

**Fiscal capacity** to perform this grant 10

Budget and ability to **match grant funds** 10

Performance Measurements (an eventual tool will be used)…….. …….

Total Points possible: 100

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# M. RFP REVIEW AND APPEALS PROCESS

The ESG Evaluation Team will review the applications for responsiveness to RFP requirements.

An organization that has sought funding and whose application was not accepted, may submit **written** appeals to the Aurora’s Community Development Department, by **July 20, 2018 before 5:00pm**. Appeal should be time-stamped and placed in “contractor bid box” on second floor of 9898 E Colfax Avenue. Leave voice message for Sharon Duwaik (303-739-7916) that appeal is being left in box.

# N. POST-AWARD TECHNICAL ASSISTANCE

**Due to significant changes in the rules and regulations governing the Emergency Solutions Grants, City of Aurora staff will meet with the final applicant to** **cover: HUD rules/regulations, Aurora at Home Collaborative process, billing information, payment requests, matching documentation, HMIS responsibilities and a review of the latest HUD monitoring of the Aurora ESG grant.**

# Sharon Duwaik, will contact final applicant to schedule. Dependent on the experience of final applicant, several meetings may need to take place.

# ESG RFP SCHEDULE

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| May 16, 2018 | * Notice of RFP sent out to community * MDHI notified * Notice posted in Aurora Sentinel May 24, 2018 * Notice on City website |
| June 6, 2018 | * Applications due by 5:00pm this date to 9898 E Colfax, 2nd Floor. * Timestamp and place in sealed envelopes in “contractor bid box” on counter. |
| June 8, 2018 | * Community Development staff review of applications will take place |
| July 10, 2018 | * Staff recommendations for funding are taken to the CHD Committee and are   Reviewed by CHD. |
| July 17, 2018 | * CHD Committee will finalize decision. |
| July 18, 2018 | * **July 19th** - Applicants will be notified of their application status |
| July 20, 2018 | **Appeal Process**   * **Agencies wishing to appeal can submit a written appeal** (for Non Accepted applicants’), will be given a time period to reply by 5:00pm this date **July 20, 2018** to 9898 E Colfax, 2nd Floor. * Timestamp and place in sealed envelope in “contractor bid box” on counter and leave voice message for Sharon Duwaik (303-739-7916) that appeal is being left in box. |
| TBD | * Sub Recipient Agreements will be drawn up and signed. * Grant funds will be available for spending once HUD releases the funds |

**\*All dates are subject to change.**