**Request for Subgrantee**

**Coordinated Entry Access and Navigation**

**HUD Continuum of Care Program | Coordinated Entry (SSO-CE) Grant**

**Initial term November 2023 – October 2026**

**Issue date: August 11, 2023**

**Responses due: September 29, 2023**

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1. **INTRODUCTION:**

Institute for Community Alliance (ICA), as the Collaborative Applicant for the River Valleys Continuum of Care, is conducting a local Request for a Subgrantee that can demonstrate the ability to ensure that persons who are experiencing homelessness or at imminent risk of homelessness are provided with vital Coordinated Entry access and navigation services to end homelessness and promote stability and health. The anticipated contract cycle begins November 1, 2023 and ends October 31, 2026. (Grant term may shift slightly depending on final HUD contract dates.) Renewals are possible, contingent on performance and funding availability.

The CoC Collaborative Applicant, Institute for Community Alliances, is the primary grantee and administrator of the program and will be responsible for comprehensive annual reports to HUD and quarterly reports to the CoC Coordinated Entry Committee. The primary grantee responds to the annual HUD CoC Program application request issued by HUD and the local CoC. This grantee also sets procedures for outreach and navigation services provided by sub-grantees, monitors sub-grantee performance, participates in HUD grantee trainings, and works with the CoC’s Coordinated Entry Committee and Data & TA Committee to evaluate program performance, system barriers and needs regarding preventing and ending homelessness.

With this request, ICA seeks a provider dedicated to delivering Coordinated Entry outreach and navigation services for families, youth and single adults who require assistance to access the Coordinated Entry Priority List and the housing opportunities available to them. The provider may target one of the following areas allowed by the funding:

* Option 1: Rural outreach and navigation within 13 eligible counties (Brown, Faribault, Fillmore, Freeborn, Goodhue, Martin, Mower, Rice, Sibley, Steele, Waseca, Watonwan, & Winona).
* Option 2: Combined rural outreach and domestic violence navigation in counties west of I-35 (Blue Earth, Brown, Faribault, Freeborn, LeSueur, Martin, Nicollet, Sibley, Steele, Waseca, & Watonwan.

Priority will be given to applicants that have experience in outreach or services to people who are without shelter or have severe service needs, who incorporate persons with lived experience of homelessness in their project team, and who demonstrate multi-agency collaboration in their workplan.

Maximum initial contract amount will be $75,000/year.

ICA reserves the right to issue an additional Request or to fill future subgrantee openings that may arise from this project from applications received under this Request.

1. **DATE REQUEST ISSUED:** August 11, 2023
2. **SOLICITATION:** Please submit your application by email to:

Jennifer Prins, CoC Coordinator

[Jennifer.Prins@RiverValleysCoC.org](mailto:Jennifer.Prins@RiverValleysCoC.org)

Applications must be received no later than **4:00 pm** **Friday, September 29, 2023. No late submissions will be accepted.**

1. **TIMELINE:**

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| Request for Subgrantee Issued | August 11, 2023 |
| Subgrantee Applications Due | September 29, 2023 at 4:00pm |
| Application Review & Selection | October 1-10, 2023 |
| Notice of Sub Grantees Selections | October 11, 2023 |
| Remaining documents due to Grantee | October 21, 2022 |
| Contracts Developed with Grantee and Sub Grantees | October 22-30, 2022 |
| Project Begins | November 1, 2022 or after subgrantee agreement is signed, whichever occurs later. |

1. **PROJECT DESCRIPTION**

Navigation and outreach are integral to the effectiveness of the Coordinated Entry System (CES) in the River Valleys CoC region. CES is a mandated activity by the U.S. Department of Housing and Urban Development, as well as many State-funded programs in Minnesota, and it is designed to ensure that homeless households with the highest barriers to housing are prioritized for the limited housing and services resources available. It is a triage system using a common needs assessment process for all participating programs.

In River Valleys CoC CES, outreach occurs to assist people who are without housing (unsheltered) to access shelter and connect to housing opportunities through the CES priority list. Outreach workers proactively engage directly with individuals experiencing homelessness and local agencies to meet immediate needs, identify or provide shelter options, and do initial housing problem solving and CES assessments to access housing quickly. CES Navigators are assigned to assist targeted participants after assessment and placement on the CES Priority List and before housing referral to increase participant likelihood of getting housed and help housing programs with documenting eligibility. Navigators stay in contact and help people collect documentation of homeless history and, if applicable, disability status. In this way, Navigators help to ensure that referrals better match eligibility for housing opportunities, and -- when a housing opportunity becomes available – move-in can happen more quickly.

CE Navigators are in different locations across the region to provide local support whenever possible but are supported by both their local agency and the CES Navigation team. The CES Navigation team currently includes three Navigators serving households with high barriers and one Navigator focusing specifically on households experiencing homelessness due to domestic violence.

The purpose of this RFP is to secure a subgrantee agency to supplement CES navigation and access services at least 32 hours per week in one of two ways:

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|  | Option 1:  Region-wide rural outreach & navigation | Option 2:  Combined rural outreach and DV navigation for central-west region |
| Activities | Outreach (30%)  Navigation (70%) | Rural Outreach (15%)  Rural Navigation (35%)  DV Navigation (50%) |
| Target populations | Rural: Persons living in rural-defined areas who are 1) experiencing homelessness (staying outside, in a vehicle or tent, etc. or staying in an emergency shelter) and 2) have severe service needs. | Rural: Persons living in rural-defined areas who are 1) experiencing homelessness (staying outside, in a vehicle or tent, etc. or staying in an emergency shelter) and 2) have severe service needs.  DV: Persons who are 1) experiencing trauma or lack of safety related to, or fleeing or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other types of household violence, 2) have no other save residence, and 3) lack resources to obtain other safe permanent housing. |
| Geographic areas | Brown, Faribault, Fillmore, Freeborn, Goodhue, Martin, Mower, Rice, Sibley, Steele, Waseca, Watonwan, & Winona counties | Blue Earth, Brown, Faribault, Freeborn, LeSueur, Martin, Nicollet, Sibley, Steele, Waseca, & Watonwan counties |

The program may provide services to households in the categories of homeless assistance as defined by HUD and by the State of Minnesota. Allowable services include outreach, assessment of service needs, and light case management.

1. **ELIGIBLE APPLICANTS**

**This project is funded with Federal dollars**, through the Continuum of Care Program administered by the U.S. Department of Housing and Urban Development. Under the CoC Program interim rule, eligible applicants are nonprofit organizations, State and local governments, instrumentalities of local governments, Tribal governments and TDHEs, and public housing agencies. For-profit entities are not eligible.

Subgrantees must also meet all threshold requirements for eligibility and capacity set by the U.S. Department of Housing and Urban Development for the Continuum of Care Program, as laid out in the Notice of Funding Availability for the program.

Applicants must be single entities who will deliver services directly, not collaborations, partnerships, or intermediaries that pass-through funds to subgrantee(s).

1. **HMIS**

The funding source for this project requires the entry of client level data and the submission of program reports through the Homeless Management Information System (HMIS) or an alternate database for victim service providers. Unless the subgrantee is a victim service provider, subgrantees must use HMIS to conduct their program reporting. Additionally, all grantees and subgrantees must participate in the local CoC and Coordinated Entry processes.

1. **MATCHING FUNDS**

Funds available for this project are expected to constitute about subgrantee 75% of project costs, with the remaining costs paid by other sources secured by the subgrantee. All grants in the HUD Continuum of Care program require matching funds. Subgrantees for this project are required to contribute cash match equal to 25% of the amount of their subgrant award. In addition, subgrantees are required to contribute cash or in-kind match to create at least one CE Navigator position at 32 hours/week or more.

Example: Total subgrantee project cost estimate = $80,000.

Subgrantee request = $60,000.

Subgrantee match = $20,000 (with at least $15,000 in cash match).

All match commitments must be made in writing and available before the contract begins.

1. **EXPECTATIONS OF SUB-GRANTEES**

Sub-grantees will be selected that show the greatest potential to successfully assist individuals, families, and youth with significant barriers to housing to collect eligibility documentation, connect to community resources, and access housing for which they are eligible. Additionally, sub-grantees are expected to demonstrate collaboration with other resources, programs and providers in the community to maximize the capacity to create lasting housing solutions for program participants. Priority will be given to applicants that have experience in outreach or services to people who are without shelter or have sever service needs, who incorporate persons with lived experience of homelessness in their project team, and who demonstrate broad community support for their project.

The following are additional expectations for sub-grantees:

* Provide all agency documentation requested by the Grantee for the CoC funding application.
* Secure and document matching funds as required.
* Ensure adequate and qualified staffing for the project.
* Adhere to budget and outcome projections.
* Provide timely reporting of financials and outcomes to Grantee.
* Ensure accurate data entry into HMIS or alternate database.
* Maintain required documentation for households served.
* Be adequately prepared to participate in Grantee and Funder site visits and file reviews annually.
* Participate in River Valleys CoC meetings as recommended by the Grantee.

1. **SUB-GRANTEE SELECTION**

The Committee will review applications by October 10, 2023, and may request any additional clarification or documentation if needed. All applicants will be notified in writing of decisions to select or not select applicants. Funding awards will be contingent upon final contracts executed by HUD with the grantee and subsequently with each sub-grantee.

1. **WITHDRAWL/CHANGES**

An application may be withdrawn upon written request, prior to the due date**.**  For applications submitted before the due date, changes may be made up to the deadline, provided the changes are initialed by the proposer.

1. **RESPONSE GUIDELINES**

Respondents must use the attached application format for their proposal. While text areas can be expanded, the total application cannot exceed 7 pages. All materials must be submitted in Word format to the solicitation contact named in Section III above.

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| **CE ACCES & NAVIGATION SUBGRANTEE APPLICATION** | | | |
| **November 1, 2023 – October 31, 2026** | | | |
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| **Agency Name:** | | | |
| **Address:** | **City:** | | **Zip Code:** |
| **Telephone:** | **Fax:** | | |
| **Federal Tax ID Number:** | **State Tax ID:** | | |
| **Federal Unique Entity ID:** | **SAM.gov registration active: Yes/No** | | |
| **Type of Applicant:**  Non-profit  Unit of state or local government  Tribal government or TDHE  Public housing authority  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Service area for project:** | | |
| **Executive Director name:** | | | |
| **Telephone:** | | **E-mail:** | |
| **Primary Contact (name and title):** | | | |
| **Telephone:** | | **E-mail:** | |
| **Secondary Contact (name and title):** | | | |
| **Telephone:** | | **E-mail:** | |
|  | |  | |
| **Total Amount of Funds Requested:** (Maximum initial contract amount is $35,500) | | **$** | |
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| **This application is submitted by the undersigned with the full knowledge and consent of the governing body of this organization or unit of local government and is, to the undersigned’s best knowledge, accurate in all details.**  **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Name and Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |

1. **AGENCY CAPACITY AND FINANCIAL STABILITY**
2. Provide a brief description of your agency including description of services offered by your agency that are related to services requested in this application.
3. Describe whether your proposed service(s) will be integrated with existing program(s)/grants and the relationship of this program to others within your organization (Include grant source, amount, length of time as grantee and purpose of the grant).
4. Describe your agency’s financial capability to implement the program, including 1) experience managing federal funds (or State funds if no federal), and 2) ability to secure match for this project.

1. Sub-grantees are required to use the statewide web-based Homeless Management Information System (HMIS) to manage referrals for navigator services and for project tracking and reporting. If a sub-grantee is not already an HMIS participating agency, the sub-grantees are required to go through training, obtain a user license, and enter data on HMIS. (Victim Service Providers must use an alternate database capable of producing reports required for grants.) Costs for HMIS training and user licenses are permissible expenses under this grant. Please check all that apply:

Our organization is currently entering reliable data in HMIS.

Our organization agrees to obtain HMIS training for the relevant staff member(s), purchase the required user license(s), and enter reliable data in HMIS for this project.

Our organization is a victim service provider currently entering reliable data into an alternate database that meets CoC reporting requirements.

Our organization is a victim service provider, and we agree to obtain training for the relevant staff member(s), purchase the required user license(s), and enter reliable data an alternate database.

1. Does the organization have any resolved monitoring or audit findings for any HUD grants (including CoC and ESG)? If yes, please describe.
2. **STAFF CAPACITY AND EXPERIENCE**
3. Give a BRIEF description of staff that will carry out the project activities. Include qualifications, education, credentials, and experience (include direct service staff, administrative supervisor of the program, and finance staff who will be completing expenditure reports).
4. Describe your agency’s capacity to complete quarterly reports using HMIS with reliable data.
5. Describe your agency’s current involvement with Coordinated Entry and capacity to participate in CoC Coordinated Entry meetings.

1. **PROPOSED PROGRAM MODEL**
2. Select one option for your project focus: Option selected for all that apply):

1. Rural Outreach and Navigation (region-wide)

2. Combined Rural Outreach and DV Navigation (central-west)

1. Describe your proposed staffing plan for this project, e.g. 1 case manager dedicating 100% of time to CES Navigation, 2 street outreach workers with 50% time dedicated to navigation, etc. Describe why you believe this staffing model will be effective.
2. Describe your anticipated capacity using the staffing model proposed. How many households could receive Navigation services at one time? How many households would be served over 12 months?
3. Referring to question III.B. above, describe how/if your project team reflects the population to be served and how persons with lived experience will be incorporated into your project team.
4. Describe how you provide client-centered, strengths-based, culturally competent, and inclusive services to any household seeking assistance.
5. **PROPOSED BUDGET & MATCH**
6. Proposed budget: Enter the quantity and total budget request for each supportive services cost. The request entered should be equivalent to the cost of one year of the relevant CES Navigator service.

* Eligible Costs: List of eligible supportive services for which funds can be requested.
* Quantity AND Description: A quantity AND description must be entered for each requested cost. Enter the quantity in detail for each supportive service activity for which funding is being requested. Please note that simply stating “1FTE” is NOT providing “Quantity AND Detail.”
* Annual Amount Requested: For each grant year, enter the amount of funds requested for each activity. The amount entered must only be the amount that is DIRECTLY related to providing supportive services to homeless participants.

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| **Eligible costs** | **Quantity AND description** | **Annual Amount Requested** |
| *EXAMPLE: Assessment of services needs* | *$20,000 (0.25 FTE) Case Manager Salary + benefits; $1,000 mileage at federal rate; $500 equipment, space and supplies* | *$21,500* |
| Assessment of service needs |  |  |
| Case management |  |  |
| Outreach services |  |  |
| **Total Annual Assistance Requested** | |  |

Limited administrative costs are available for sub-grantees. The amount of administrative funds available to individual sub-grantees depends on the total funding award but will likely be less than 5% of the value of the request. The primary grantee will distribute administrative funds as required by HUD for projects with sub-grantees.

1. Matching funds commitment: Enter the description and value of each source of matching funds. The amount entered must only be the amount that is DIRECTLY related to providing supportive services to homeless participants. Total cash match must equal at least 25% of the assistance requested above. Total overall match committed overall must equal at least 100% of your request. Additional lines may be added for additional sources.

Total match committed (cash plus other): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Cash match sources** | **Value** |
| 1. Source of commitment:  Source type: Federal/State/Local/Private/Other Date of written commitment:  Can get commitment in writing by November 1, 2023? Yes/No |  |
| 1. Source of commitment:  Source type: Federal/State/Local/Private/Other Date of written commitment: Can get commitment in writing by November 1, 2023? Yes/No |  |
| 1. Source of commitment:  Source type: Federal/State/Local/Private/Other Date of written commitment: Can get commitment in writing by November 1, 2023? Yes/No |  |
| **Total Value Cash Match** |  |

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| --- | --- |
| **Other match sources** | **Value** |
| 1. Source of commitment:  Description:  Source type: Federal/State/Local/Private/Other Date of written commitment:  Can get commitment in writing by November 1, 2023? Yes/No |  |
| 1. Source of commitment:  Description:  Source type: Federal/State/Local/Private/Other Date of written commitment: Can get commitment in writing by November 1, 2023? Yes/No |  |
| 1. Source of commitment:  Description:  Source type: Federal/State/Local/Private/Other Date of written commitment: Can get commitment in writing by November 1, 2023? Yes/No |  |
| **Total Value Other Match** |  |