

REQUEST FOR PROPOSALS
RFP# 20DM18961
OFFICE OF CONTRACTING
AND PROCUREMENT ON
BEHALF OF
MICHAEL E. DUGGAN, MAYOR
CITY OF DETROIT
HOUSING AND REVITALIZATION DEPARTMENT

NOTICE OF REQUEST FOR 2020-2021 HOMELESSNESS SOLUTIONS PROGRAM RFP TO APPLY FOR SPECIAL INITIATIVES STREET OUTREACH

The City of Detroit invites homeless service provider organizations to submit proposals for a Special Initiatives Street Outreach program to be funded by the 2020-2021 Homelessness Solutions ESG/CDBG as funded through the U.S. Department of Housing & Urban Development (HUD).

All non-profit organizations that wish to provide street outreach services may submit proposals.

This year, all 2020-2021 Special Initiatives Street Outreach proposals must be prepared and submitted online using the City’s “Oracle” system. Proposal applicants must register on Oracle before a proposal can be submitted. Proposals must be submitted via Oracle by **10:00 am (Eastern Daylight Time) on Wednesday, January 6, 2021**. Paper copies of Proposals will not be accepted. Please go to <https://detroitmi.gov/departments/housing-and-revitalization-department/public-notice> for the meeting link.

To obtain information regarding Oracle, please visit the City of Detroit Office of Contracting and Procurement webpage at <https://detroitmi.gov/supplier>.

PROPOSAL SELECTION & EVALUATION CRITERIA

Proposals submitted by the deadline, on **Wednesday, January 6, 2021, by 10:00 a.m.**, and meeting the minimum threshold requirements will be reviewed and ranked by a proposal review panel. All applications will go through a selection and ranking process. Proposals will be selected and funded based on the applicant’s ability to demonstrate their capacity to implement a successful program/activity, the City’s priorities, project ranking, and available funding.

Selected proposals must meet **all** of the ESG and CDBG basic eligibility requirements to be considered for funding. **Proposals that do not meet the eligibility requirement will be eliminated from consideration.** Your proposal will only be considered for funding if you meet the Threshold Requirements.

Proposals passing threshold criteria review will be ranked and scored on a 100 point scale, with 0 being the lowest and 100 the highest score. Proposals must score at least 80 points to be recommended for funding. Proposals will be ranked according to score and recommended for funding in rank order. The Assessment Criteria is as follows:

NEW APPLICATION SECTION & SCORING CRITERIA <i>(scoring criteria in italics)</i>	POINTS POSSIBLE
1. Organizational Experience in Addressing Homelessness <i>A competitive application would demonstrate a strong history of serving clients experiencing unsheltered homelessness and partnering with other key entities (e.g. behavioral health). Applicants must also show dedication to racial equity and the community priorities and values listed in this RFP’s Introduction. Finally, agencies with strong HMIS data entry and management experience or a thorough data management ramp up plan will be scored higher.</i>	20

<p>2. Financial Capacity <i>A competitive application will comprehensively discuss financial processes in place to oversee ESG/CDBG funding and submit timely reimbursement payment packets. Responses should be detailed as to staff and procedures involved in financial oversight, as well as how current gaps are addressed in financial processes. Competitive applicants will not have outstanding financial audit findings. Agencies with previous City of Detroit Homelessness Solutions funding will be scored on how well they submitted monthly reimbursement packets during 2019 and 2020. Agencies with a 90% timely submission rate as well as fully spending down previous grants by the contract deadline will be more competitive.</i></p>	20
<p>3. Implementation Plans <i>All responses are complete, detailed, and answer all parts of the question. Applicants should make a strong case as to how funds will be used to move unsheltered households into permanent housing and connect them with physical and behavioral health services. Narrative must demonstrate a clear understanding of housing first, mental health first aid, and harm reduction practices. A competitive application will demonstrate strong ability to collaborate with other sectors (e.g. law enforcement, behavioral health providers), flexible hours to meet the needs of the population, and a strong willingness to engage in pilot programs as needed. Agencies that employ individuals with lived expertise will be prioritized. <u>For questions that require a policy and procedure: Policy and procedure is attached and correctly states the regulation and process as applicable.</u></i></p>	40
<p>4. Application Budget and Narrative <i>A competitive application includes a budget and narrative that is complete and accurate, including only eligible expenses, that reflects the program described in the application. Narrative provides a detailed description of the line item that explains how it relates to program operations. Additional points will be awarded to agencies that pay staff a living wage at or above \$15 per hour for entry level positions.</i></p>	20
<p>5. Substantiated Grievances and Contract Violations <i>Agencies with substantiated CoC grievances specific to the program or contract violations in 2019 will have one (1) point deducted per substantiated grievance (not to exceed 5 points).</i></p>	0
<p>6. Attachments <i>All required attachments are uploaded, complete, and labeled correctly. Each attachment that is incorrectly labeled will result in a one (1) point deduction not to exceed 5 points total.</i></p>	0
TOTAL POSSIBLE POINTS	100

Proposals submitted by the **10am on Wednesday, January 6, 2021**, deadline will be evaluated by city agencies. Late proposals will not be accepted. Funding approval for proposals will be determined by the Mayor and City Council.

The Special Initiatives Street Outreach proposal with all required forms will be available via Oracle on **Wednesday, December 2, 2020**.

VIRTUAL WORKSHOP

The Housing and Revitalization Department (HRD) will conduct one "Proposal Workshops" to present details and answer questions regarding the Homelessness Solutions RFP. The workshops will be held as shown below:

PROPOSAL VITRUAL WORKSHOP

Tuesday, December 8th, 2020 from 1 p.m.-3 p.m., Proposal Overview Conference hosted by Terra Linzner, Housing and Revitalization Department

Workshop information and registration will be available on the City's website at <https://detroitmi.gov/departments/housing-and-revitalization-department> from there, click on **Public Notices**. The workshop is designed to help organizations successfully submit their Special Initiatives Street Outreach proposals. **Interested parties are strongly encouraged to attend this training session.**

Office of Contracting and Procurement RFP Contact:
David Mott, Contracting and Procurement Specialist
mottda@detroitmi.gov

Notice of Non-Discrimination: The City of Detroit does not discriminate on the basis of race, color, creed, national origin, age, handicap, sex or sexual orientation. Complaints may be filed with the City of Detroit, Civil Rights, Inclusion, Opportunity, Coleman A. Young Municipal Center, Detroit, Michigan 48226.

CITY OF DETROIT, OFFICE OF CONTRACTING AND PROCUREMENT
ON BEHALF OF THE HOUSING AND REVITALIZATION DEPARTMENT (HRD)

HOMELESSNESS SOLUTIONS
SPECIAL INITIATIVES OUTREACH TEAM
NOTICE OF FUNDING AVAILABILITY

RFP#: 20DM18961

Date Released: December 2, 2020

Closing Date: January 6, 2021

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INTRODUCTION

The City of Detroit is committed to making homelessness rare, brief and non-recurring for its residents. As such, we work closely with the Detroit Continuum of Care (CoC), provider organizations, supportive housing developers, and funders to provide a broad array of housing opportunities intended to prevent and end homelessness for households in need. The U.S. Department of Housing and Urban Development (HUD), along with the City of Detroit and its community partners, expects that our system of service makes steady progress toward reducing homelessness, including decreasing the number of people entering the system, shortening the duration of homelessness, and limiting recurrent episodes of homelessness. **The City is seeking proposals for up to approximately \$220,000 in Homelessness Solutions funds (Emergency Solutions Grant (ESG) and Community Development Block Grant funding (CDBG)) for a special initiatives outreach program.**

DETROIT HOMELESSNESS SYSTEM OVERVIEW¹

Unsheltered individuals are typically those with the most vulnerabilities in a homelessness system, as well as those least likely to have needs met by traditional shelter models. A 2019 California Policy Lab report² compared people experiencing unsheltered homelessness with those in emergency shelters and found that "people with the longest experiences of homelessness, most significant health conditions, and greatest vulnerabilities are not accessing and being served by emergency shelters." In addition to not accessing shelters, unsheltered individuals were 25 times more likely to report tri-morbidity (the presence of physical health, mental health, and substance use conditions at once) than those that are in emergency shelters, which increases their likelihood of adverse outcomes, including death. These individuals are also more likely to be engaged with policing efforts and emergency responses.

From January 1 to October 19, 2020, 728 people reported experiencing unsheltered homelessness in Detroit, Hamtramck, and Highland Park. Of these individuals, 70% reported a physical or behavioral health disability, 57% reported a mental health issue, and 31% reported use of alcohol and/or drugs. Moreover, 27% were on Detroit's Chronic By-Name List, which lists individuals that are chronically homeless (experiencing long-term homelessness AND have a disability) being tracked

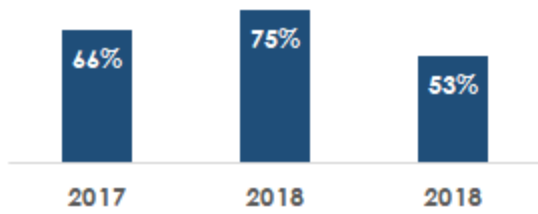
¹ Data shared in this section comes from HMIS and the [2019 State of Homelessness Report](#) published by Detroit CoC lead, the Homeless Action Network of Detroit

² <https://www.capolicylab.org/wp-content/uploads/2019/10/Health-Conditions-Among-Unsheltered-Adults-in-the-U.S.pdf>

for referral to Permanent Supportive Housing, the most intensive housing program reserved for individuals with the highest level of need.

Figure 1 shows the percentage of unsheltered individuals exiting to positive destinations (both permanent and temporary housing) over the past three years in the Detroit CoC. The chart shows a decline in street outreach programs exiting unsheltered individuals to emergency shelter, permanent housing, and other temporary or permanent destinations.

Fig. 1 Percentage Exiting Street Outreach to Positive Destinations



Understanding that unsheltered populations are extremely vulnerable and have a high level of need, to increase the number of unsheltered households exiting homelessness into permanent housing, this RFP seeks applications for outreach programs that will provide housing-focused services that result in permanent housing.

This RFP also seeks providers that will incorporate and move the needle on the Community Values and Priorities listed below. The priorities listed below

were set to improve our system's performance and provide higher quality services that result in quickly ending homelessness for the households we serve. This includes decreasing the length of time a household remains homeless (over 60 days since 2017 for all program types) and increasing the number of exits to positive destinations (see Figure 1 on page 3), particularly permanent housing. The program funded through this RFP will provide the capacity to target housing-focused outreach that will have an impact on exits to permanent housing and length of time homeless.

COMMUNITY VALUES AND PRIORITIES

The following goals and priorities incorporate those from Detroit's Joint Statement on Priorities: Responding to Homelessness During COVID-19 Pandemic, along with additional priorities developed in collaboration with the City, CoC lead Homeless Action Network of Detroit (HAND), and various other community stakeholders. With this rare opportunity of new ESG funding, the community wishes to take bold steps towards significantly reducing homelessness in Detroit. **The project that aligns with these values and priorities will be prioritized for funding.**

VALUES

- **Flexibility:** Change is constant and we must adapt and consistently respond to emerging ideas and challenges, or try new and innovative ideas to meet client needs.
- **Promoting equity:** We demonstrate a commitment to equity through: inclusive, transparent and thorough decision-making processes and communication; regular examination of equitable outcomes, and diverse representation across the board and committees.
- **Data-driven:** Our community expects transparent and open decision making, rooted in data that is disaggregated by race, where possible.
- **Collaboration and partnerships:** We believe that homelessness does not exist in a vacuum. To be successful - inclusiveness, engagement, collaboration and cross-systems partnership are required.
- **Continuous improvement:** We commit to continuous learning and improving the access to and delivery of services to meet client needs.
- **Accessibility:** We believe that all persons should have access to housing regardless of race, age, gender, sexual identity, sexual orientation, mental health, substance use, or any other

factor that people may use to discriminate. We also believe that all persons have the right to safe, affordable, and sustainable housing.

PRIORITIES FOR THIS ESG RFP

- **Enhance System Capacity:** Grow the network of agencies that are providing homeless services and receiving City Homelessness Solutions funding to increase the overall capacity of the system.
- **Lift Up Lived Experience:** Expand the inclusion of persons with lived expertise/experience in the design of, planning for and evaluation of projects, services, and programs.
- **Increase Housing Focus:** All programs should align with Housing First principles, as well as Enhance outreach and engagement beyond meeting basic needs by getting clients “document ready³” and providing a pathway to permanent housing.
- **Improve Service Quality and Connections:**
 - Outreach programs should enhance connections to mainstream services, especially connections to mainstream benefits and health care (physical and behavioral).
 - Flexible, participant-driven and strengths-based service delivery.
- **Improve and Use Data:** Improve all program/project internal capacity to collect and enter quality data and use that data to improve services.

MATCH REQUIREMENTS

In compliance with HUD’s one-to-one ESG match requirements, the City intends to use CDBG Homeless Public Service funds to meet this requirement. However, grantees may need to provide additional match to fulfill this obligation. ESG match must be expended on ESG-eligible activities and funding sources may include: cash contributions expended for allowable expenses and also non-cash contributions including, but not limited to, the value of any real property, equipment, goods, or services committed to support ESG-eligible activities during the period of the subrecipient agreement. Requirements for match funds are described in Section 576.201 of the [ESG Interim Rule](#)⁴ and the requirements for documentation are in Section 576.500(o).

³ For purposes of this RFP, “document ready” is defined as when a client has obtained all required documents needed for obtaining permanent housing

⁴ www.hudexchange.info/resources/documents/HEARTH_ESGInterimRule&ConPlanConformingAmendments.pdf

PROGRAM AND APPLICATION REQUIREMENTS

A. FUNDING AVAILABLE

1. ESTIMATED AWARDS

Subrecipient requests should be for a minimum of \$100,000 to operate programs that are in compliance with ESG funded activities. Funding will be awarded based on the quality and quantity of proposals received. The City anticipates awarding no more than 1 award for specialized street outreach. Proposals that apply for the full \$220,000 will be more competitive.

Disclaimer: The City of Detroit reserves all rights not expressly stated in this RFP, including making no awards, awarding partial funding, increasing funding based on budget availability, and negotiating with any applicant regarding the funding amount and other items of any contract resulting from this RFP.

Agencies are encouraged to include Homeless Management Information System (HMIS) operations to support costs of contributing data to the HMIS - including expenses such as hardware, staff costs, and related expenses (Section 576.107 of the [ESG Interim Rule](#)). **Please note that while organizations are not required to request funds for HMIS operations, they will be expected to meet data quality expectations regardless of how funds are budgeted. Also, new this year, agencies can request more than 2% of their total budget under Data Collection.**

Agencies must limit the administrative line item to 10% of the total budget.

2. SUBRECIPIENT GRANT TERM

Subrecipient award will be for a 12-month grant term.

3. SUBRECIPIENT EXPECTATIONS AND REQUIREMENTS

Private, nonprofit, tax-exempt organizations that plan to provide Street Outreach services are eligible to apply. All subrecipients must: a) record all client-related data and activity using the CoC-established HMIS; b) participate in the CoC through CoC membership and active participation in outreach-related workgroups and committees; c) participate actively in the community-wide coordinated entry, locally called the Coordinated Assessment Model (CAM); d) coordinate with other outreach/navigation teams and entities as necessary to meet holistic needs of unsheltered individuals; and e) provide trauma-informed services consistent with Housing First and Harm Reduction approaches. Subrecipients must also comply with all requirements in their subrecipient agreements and the City of Detroit's Homeless Programs Policy and Procedure Manual, which can be accessed [here](#).

Organizations that do not currently use the Detroit HMIS system must demonstrate participation in an HMIS system for at least one (1) full year through submission (**Form 1a**) OR submit a data tracking plan (**Form 1b**) that demonstrates their ability to use HMIS successfully. See the RFP attachments for form templates in Oracle. For organizations serving survivors of domestic violence, the City may approve another comparable tracking client system. The comparable tracking system must be approved upon receipt of award notice.

B. PROGRAM COMPONENT AND ADDITIONAL INFORMATION

1. STREET OUTREACH COMPONENT

Approximately \$220,000 of ESG/CDBG may be available for this RFP for outreach activities.

FUNDING PRIORITIES

ESG/CDBG funding for this component is intended to fund one (1) **housing-focused street outreach** team with the goal of making connections to stable housing with tailored services and supports of a client's choice, such as health and behavioral health care, transportation, access to benefits, and more, through **person-centered, trauma-informed services rooted in Housing First and Harm Reduction**. Additionally, this outreach team will **support special initiatives** that the City is involved with by providing the homeless outreach component as required. Projects that align with the values and priorities outlined in the RFP Introduction (page 4) will be prioritized for funding. For example, preference will be given to outreach projects with:

- Strong housing-focused case management that is client centered and trauma-informed.
- Strong mental health and crisis management service delivery model.
- Integration of peer supports/lived experience
- Demonstrated success in exits to permanent housing.
- Demonstrated success in connecting clients to mainstream benefits, such as income/employment and health.
- Service delivery and coordination that go beyond basic needs.
- Strong commitment to Housing First and Harm Reduction.

TARGET POPULATION

This component will support outreach and housing efforts for individuals and families experiencing **unsheltered** homelessness, thus sleeping on the streets, in cars, or in other places not fit for human habitation. For the definition of unsheltered homelessness refer to the [Homeless Definition Final Rule](#) (also in Appendix A). This team will focus on serving unsheltered individuals with severe behavioral health needs that may be untreated.

ELIGIBLE ACTIVITIES

HUD ESG Program allows for six eligible activities funded under Outreach and Housing Navigation, however the City of Detroit focuses the bulk of the awards on three eligible activities: Engagement, Case Management services, and Transportation. Due to COVID-19, the City encourages applicants to apply for Eligible ESG Program Costs for Infectious Disease Preparedness. Eligible costs for regular ESG funds have been added to each activity and are underlined for emphasis. More information can be found [here](#). *Applications should be mindful that their application reflects allowable expenses for these five activities.*

Per the ESG Interim Rule these activities are defined as:

ENGAGEMENT: The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical

needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and Rapid Re-Housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities. COVID-19 related engagement services also cover costs of hand sanitizer, soap, tissue packets, masks, disposable gloves, other personal protective equipment to keep staff and consumers safe.

CASE MANAGEMENT: The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participants. Eligible services and activities include: using the centralized or coordinated assessment system as required under 24 CFR 576.400(d); conducting the initial evaluation required under 24 CFR 576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability. COVID19- related case management services also include coordinating medical care.

TRANSPORTATION: The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following:

1. The cost of a program participant's travel on public transportation.
2. Mileage allowance for service workers to visit program participants, if service workers use their own vehicles.
3. The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants. The cost of gas, insurance, taxes, and maintenance for the vehicle.
4. The cost of subrecipient staff time to accompany or assist program participants to use public transportation.
5. COVID-19 related- Train or bus tokens, taxi or rideshare for program participant travel to and from medical care

EMERGENCY HEALTH SERVICES: Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered persons are living. ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

SERVICES FOR SPECIAL POPULATIONS: ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible. The term victim services means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

While all the activities listed above are allowable under HUD regulations, the City of Detroit's primary focus is engagement and case management to link unsheltered households with shelter, permanent housing, and other services.

PROGRAM DESIGN

The outreach team is expected to respond to outreach requests at any point during their scheduled shift, as well as to mobilize a Code Blue response during extreme cold conditions. The team must work directly with and also coordinate with agencies funded under the Outreach and Navigation service component, as well as CAM. A competitive application will include outreach activities a minimum of 5 days a week, with the majority of services outside of normal business hours. In addition, **the outreach team funded through this RFP will be expected to perform outreach in the following ways:**

HOUSING-FOCUSED SERVICES: The outreach team members should have the skills required to provide housing-intensive outreach services that result in permanent housing. Though emergency shelter or temporary housing may provide a safe option while unsheltered individuals work on housing stability, it is not a required 'interim step' or prerequisite to accessing stable and permanent housing. To the extent possible, street outreach utilizes a Housing First approach that does not impose preconditions to connections to permanent housing, shelter, or other temporary housing, such as sobriety, minimum income requirements, absence of a criminal record, completion of treatment, participation in services, or other unnecessary conditions.

PERSON-CENTERED, TRAUMA-INFORMED SERVICES ROOTED IN HOUSING FIRST AND HARM REDUCTION: Alongside housing-focused services, outreach team members must be prepared to serve individuals with acute needs, including behavioral and physical health needs. With the understanding that people experiencing unsheltered homelessness are typically experiencing tri-morbidity (physical health, mental health, and substance use conditions occurring simultaneously), the outreach team must closely coordinate with a broader network of programs, services, or staff including, law enforcement and other first responders, hospitals, health and behavioral healthcare providers, child welfare agencies, homeless education liaisons, workforce systems, faith-based organizations, and other community-based providers. Aligning with the Housing First model, addressing behavioral and health conditions is critical, but *not* a prerequisite to housing. To ensure service coordination is effective, the following should be practiced:

- A person-centered approach, focused on the individual's strengths and resources, and never makes assumptions about what a person might need;
- Harm reduction principles, including non-judgmental, non-coercive provision of services and resources;

- Provide people experiencing homelessness with multiple opportunities to say ‘no’ and make repeated offers of assistance as necessary throughout the engagement process
- Proficient in evidence-based practices, including trauma-informed care, including receiving regular training on these practices;
- Employing outreach staff with lived experience and offering commensurate compensation to all outreach staff;
- Provide warm handoffs to coordinated entry or to shelter, housing, and service providers (e.g. outreach staff may offer to physically accompany the individual to appointments to provide needed support).
- Mental Health First Aid certified and have thorough harm reduction training

PARTICIPATING IN SPECIAL INITIATIVES: This outreach team will provide the homeless outreach component required for special initiatives that may arise. The City is currently involved in two special initiatives (though this can change at any time) that require homeless outreach for successful implementation. One initiative involves responding to the needs of people experiencing homelessness at the 8 mile and Woodward intersection with the goal of securing housing and achieving stability through connections to services that address health, behavioral, and income needs.

The second initiative will require that the outreach team funded through this RFP will devote nine (9) hours per week to serve as the homeless outreach component of the Homeless Outreach Team (HOT) pilot program. The HOT pilot team— a partnership between the City of Detroit, Detroit Wayne Integrated Health Network (DWIHN), and the Detroit Police Department— seeks to prevent future emergency services by having homeless outreach providers and mental health case managers jointly engage in street outreach. The HOT team will pair the selected homeless street outreach provider with a behavioral health specialist team funded through DWIHN, to engage in outreach beginning in areas identified as having a high incidence of police runs regarding homelessness. The HOT team will collaborate directly with Detroit Police Department (DPD), particularly Neighborhood Police Officers, on minimum weekly meetings to discuss and improve outreach services.

Please note: Current HOT pilot program hours are Mondays and Wednesdays 4pm - 8pm and Sundays 1pm - 4pm. Though this may change as the pilot design is finalized, a competitive application will include outreach activities during the times listed above. Additional designated outreach hours may be needed and would be determined in coordination with the funded applicant and DWIHN.

C. INELIGIBLE ACTIVITIES

- Staff recruitment;
- Facilities/equipment depreciation;
- Costs associated with the operation of the parent organization other than those associated with funded CDBG specific program;
- Costs associated with organizational outreach, advertisements, pamphlets, surveys, etc.;
- Staff training, entertainment, conferences or retreats;
- Public relations, advertising or fundraising expense;
- Payments for bad debts/late fees;
- Mortgage assistance/payments for program participants;
- Subrecipient mortgage/debt service;
- Indirect organizational costs, if an Indirect Cost Plan has not been accepted by the City prior to execution of the contract; and
- Rental assistance in any unit in which the subrecipient or subsidiary has one percent or more ownership interest in the property

D. APPLICATION INSTRUCTIONS

APPLICATION REQUIREMENTS

In order for an application to be accepted, the application **MUST**:

- Meet threshold criteria (as outlined in next section)
- Complete application cover page and all narrative questions
- Include all applicable forms and attachments (listed in the Checklist section on page 21)
- Meet the required deadline of 10am on January 6, 2021.

Applicants must upload attachments and forms per the following instructions. **Failure to upload and/or use the correct naming convention will result in a one point reduction per attachment with a maximum of a 5 points total reduction in score.**

- Each form and attachment must be **uploaded individually (do not submit all attachments in one PDF)**
- Each form and attachment must be clearly marked with the form or attachment number and document title as written on the document checklist (e.g. “A3 IRS Letter”) on page 21
- Each form and attachment’s file name must follow the same naming convention (e.g. A3 IRS Letter).
- The RFP must be uploaded in Microsoft Word Format
- Form 4 must be uploaded in Microsoft Excel Format

Important: Failure to upload and/or use the correct naming convention will result in a one point reduction per attachment with a maximum of a 5 points total reduction in score. Any missing threshold attachments will result in the application not being accepted.

THRESHOLD REQUIREMENTS

The Application must meet the following basic eligibility requirements in order for an application to be accepted and considered for funding. *If the application does not meet the following threshold requirements, the application will not be reviewed or scored.*

1. Submission of a complete application *on time* in response to this Special Initiatives Outreach Team RFP. Note: Your application's timestamp will be reviewed once submitted in Oracle to verify this threshold item.
2. Demonstrate at least 1 person who has experienced homelessness is represented on the applicant agency's Board of Directors or agree to comply if awarded funds. This person must be clearly marked on the Board of Directors' Roster, evidenced in **Attachment 1**. (See checklist on page 21 for details)
3. Board of Directors meeting schedule for the 2020 calendar year as **Attachment 2**.
4. Current participation in the Detroit HMIS system OR if organization has participated in another HMIS system verifying at least 1 year of participation (See **Form 1a**) OR a data management plan if your organization has no HMIS experience (See **Form 1b**).
5. Proof of financial capacity to pay for expenses upfront (**Form 2**).

For new applicants ONLY: Was this agency awarded City of Detroit funds before? If no, agencies must submit the following documentation:

1. Private nonprofit corporation under state and local law with a current tax exemption ruling from the IRS, voluntary board of directors, with no part of its earnings inuring to its members, founders or an individual. If this is your organization's first time applying for Detroit public service funds, provide evidence in **Attachment 3** (see checklist for details).
2. At least two (2) years of experience serving vulnerable populations with public or private funding. If this is your organization's first time applying for CDBG Homeless Public Service or ESG funds, demonstrate through a submission of an award letter(s). **Attachment 4** (see checklist for details).
3. Agency actively participates in the Detroit CoC General Membership as evidenced by current membership status. HRD will verify agency membership with CoC lead, the Homeless Action Network of Detroit (HAND).

SUBMISSION METHOD

New this year, agencies must submit their proposals through Oracle. To register through Oracle please go [here](#). A tutorial on this process can be found [here](#). Additional instructions for Oracle can be found on the City's website at <https://detroitmi.gov/supplier>. **Please note** that you must use a Firefox or Chrome web browser; the Supplier Portal does NOT work well with Internet Explorer.

Proposals must be uploaded into the Oracle system and time stamped no later than **10:00 a.m. on January 6, 2021**. Applicants are strongly encouraged to submit applications before the deadline to allow time for resolving any technical difficulties. **Late submissions will not be accepted.**

TIMELINE

2020-2021 Special Initiatives Outreach Team RFP application submission deadline is **10:00 a.m. on January 6, 2021** in Supplier Portal- Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Proposals will **not** be accepted after this time and date. Mailed, faxed or emailed copies of the proposal will **not** be accepted.

COMPLETENESS

1. **The City will not contact organizations for missing information.** All applications meeting the threshold will be reviewed and scored “as is.” Missing and/or incomplete information will negatively impact the overall application score and/or result in total disqualification of an application.
2. Organizations are encouraged to begin uploading all required documents prior to the deadline to ensure adequate time to address any technical challenges.
3. Any questions regarding application content or process must be submitted via Oracle at <https://ebkk.login.us8.oraclecloud.com/>. Prior to submitting questions in oracle, please review the 2020-2021 Homelessness Solutions RFP FAQ posted in the system. The City will provide two technical assistance workshops upon release of the RFP.

PROCUREMENT AND NON DISCRIMINATION NOTICE

The City’s Office of Contracting and Procurement solicitation meets 24 CFR Part 85.36 standards for procurement by competitive proposals. The City does not discriminate on the basis of race, color, religious beliefs, national origin, age, marital status, disability, public benefit status, sex, sexual orientation, or gender identity or expression. Complaints may be filed with the [Civil Rights, Inclusion, & Opportunity Department](#) (Suite 1240 Coleman A. Young Municipal Center Detroit, MI 48226, (313) 224-4950, crio@detroitmi.gov).

GRIEVANCE, APPEALS, AND TERMINATION PROCEDURES

The City Council/Housing and Revitalization Department (HRD) Homelessness Solutions appeal hearing will serve as a formal opportunity for applicants not recommended for funding to appeal the funding recommendation made to City Council. All applicants who applied for funding will receive notification of the date, time, and location for the Appeals Hearing. Appeals may only be made by those organizations that were not recommended for funding. Appeals are to be made in writing using the attached **Form 6**. The form is to be submitted on the day of the hearing at the registration table. Organizations are asked to retain a copy of the form for your records. Final decisions will not be made on the day of the appeal, but they will be addressed during the City Council’s subsequent deliberations. Any applicant making an appeal after The Hearing of Appeals or desiring to appeal the subsequent decisions of the City Council may make such an appeal in writing through the Office of the City Clerk utilizing the normal petition process.

The City may terminate awards or subrecipient contracts at any time if subrecipients violate program requirements as outlined in this RFP, the City’s policies, and/or the subrecipient agreement. The termination will follow due process to protect subrecipients’ rights based on the City’s Grievance and/or written policies, subject to the department director’s approval.

E. REVIEW AND SCORING OF PROPOSAL

Applicants can use the table below to understand what reviewers are looking for in a competitive application, as well as possible points for each application section. All funding decisions are made at the discretion of the City and subject to competition and funding availability.

Important Note: Competitive applications are those that score above 90 total points. Applications scoring below 80 points will not be considered for funding.

APPLICATION SECTION & SCORING CRITERIA	POINTS POSSIBLE
<p>1. Organizational Experience in Addressing Homelessness: A competitive application would demonstrate a strong history of serving clients experiencing unsheltered homelessness and partnering with other key entities (e.g. behavioral health). Applicants must also show dedication to racial equity and the community priorities and values listed in this RFP’s Introduction. Finally, agencies with strong HMIS data entry and management experience or a thorough data management ramp up plan will be scored higher.</p>	20
<p>2. Financial Capacity: A competitive application will comprehensively discuss financial processes in place to oversee ESG/CDBG funding and submit timely reimbursement payment packets. Responses should be detailed as to staff and procedures involved in financial oversight, as well as how current gaps are addressed in financial processes. Competitive applicants will not have outstanding financial audit findings. Agencies with previous City of Detroit Homelessness Solutions funding will be scored on how well they submitted monthly reimbursement packets during 2019 and 2020. Agencies with a 90% timely submission rate as well as fully spending down previous grants by the contract deadline will be more competitive.</p>	20
<p>3. Implementation Plans: All responses are complete, detailed, and answer all parts of the question. Applicants should make a strong case as to how funds will be used to move unsheltered households into permanent housing and connect them with physical and behavioral health services. Narrative must demonstrate a clear understanding of housing first, mental health first aid, and harm reduction practices. A competitive application will demonstrate strong ability to collaborate with other sectors (e.g. law enforcement, behavioral health providers), flexible hours to meet the needs of the population, and a strong willingness to engage in pilot programs as needed. Agencies that employ individuals with lived expertise will be prioritized. <u>For questions that require a policy and procedure:</u> Policy and procedure is attached and correctly states the regulation and process as applicable.</p>	40
<p>4. Application Budget and Narrative: A competitive application includes a budget and narrative that is complete and accurate, including only eligible expenses, that reflects the program described in the application. Narrative provides a detailed description of the line item that explains how it relates to program operations. Additional points will be awarded to agencies that pay staff a living wage at or above \$15 per hour for entry level positions.</p>	20
<p>5. Substantiated Grievances and Contract Violations: Agencies with substantiated CoC grievances specific to the program or contract violations in 2019 will have one (1) point deducted per substantiated grievance (not to exceed 5 points).</p>	0
<p>6. Attachments: All required attachments are uploaded, complete, and labeled correctly. Each attachment that is incorrectly labeled will result in a one (1) point deduction not to exceed 5 points total.</p>	0
TOTAL POSSIBLE POINTS	100

PART I- AGENCY APPLICATION

A. APPLICATION COVER SHEET

1. Applicant Organization Legal Name:
2. Applicant Mailing Address:
3. DUNS Number:
4. Federal ID Number:
5. Contact Person:
6. Telephone Number:
7. Email:
8. Website:
9. Is this Organization a 501(c) (3)? Yes No
10. Is your organization a faith-based entity? Yes No
11. Number of employees in your agency:
12. Number of agency employees that reside in the City of Detroit:
13. Complete table below with any current City HRD Homelessness Solutions programs (ESG, CDBG, ESG-CV, CDBG-CV) (add rows as needed). An example is listed in the first row (you may delete this example and use this row). Mark N/A (not applicable) in the first row if you currently do not receive Homelessness Solutions funds.

Funded Program Component	Population(s) Served	Funding Amount	Contract Term (year)
<i>Ex: Street Outreach</i>	<i>Ex: Unsheltered</i>	<i>Ex: \$350,000</i>	<i>Ex: 2018-2019</i>

14. Proposed outreach program name:
15. Total funds requested in this application: \$

B. NARRATIVE QUESTIONS

Important: Applicants must complete ALL narrative questions in Organizational Experience, Financial Capacity, and Implementation Plan sections. **Please limit your response to each question to 200 words or fewer.** Failure to do so will result in a deduction in points.

1. ORGANIZATIONAL EXPERIENCE IN ADDRESSING HOMELESSNESS (20 possible points)

1. Briefly describe your organization's mission and experience providing services to homeless individuals and/or families in Detroit. Outline all relevant services provided by the organization.

*If your organization **does not** have experience serving homeless individuals and/or families in Detroit, please describe why your organization should be considered for homeless services funding. Include your most recent Annual Report as **Attachment 6**.*

2. Are there any vacant positions on your Board of Directors? If so, what is your plan and timeline to fill those vacancies?

3. Provide one specific example of how your organization has demonstrated each of the following community values through organizational practices, delivery of services, and/or client outcomes.
 - a. **Flexibility:** Adapt and consistently improve to meet the needs of those experiencing homelessness.
 - b. **Racial equity:** Center racial equity, including in system access, the services that are offered, and ensuring equitable outcomes.
 - c. **Data-informed decision making:** Transparent and open decision making that is rooted in data.
 - d. **Collaboration and partnerships:** Examples of working together with other agencies and across sectors.
 - e. **Continuous improvement:** Commitment to continuous learning and improving the access to and delivery of services to meet client needs.

4. Describe how your agency provides flexible, participant-driven, and strength-based service delivery.

5. Input the demographic information below. All applicants are required to complete this question.

a. If you were previously funded for an ESG program, you must complete the chart below with 2019 calendar year (CY) data. If you are funded for multiple CDBG or ESG programs, combine the data from multiple programs.

OR

b. If you were not funded with the City of Detroit's CDBG or ESG funds in 2019, you must complete the section below with agency-wide demographic data for all clients served.

Identify if the data is from all persons served by the agency or 2019 ESG/CDBG programs:

2019 ESG and/or CDBG data

Agency wide data (i.e. for agencies not funded in 2019)

Total clients served (adults and children):

Single Adult households:

Households with Children:

Males:

Females:

Other Gender (Transgender or Gender Non-conforming):

Race/Ethnicity:

Children served 17 and under:

Adults served aged 18-24:

Adults served aged 24-61:

Adults served aged 62 and older:

Chronic Households:

Veterans:

6. Describe your board membership and its demographic composition. Does your board include members with lived experience of homelessness? Do the racial and ethnic backgrounds of your board members reflect the populations your organization serves? If yes, how?

7. Describe your agency's experience in coordinating and partnering with outside entities (e.g. behavioral and/or physical health sectors) to meet client's holistic needs beyond what your agency can provide.

8. Describe your agency's current participation in the CoC general membership including voting eligibility, the number of meetings attended, and any participation on CoC committees and/or outreach workgroups.

9. HMIS Capacity (agencies with prior HMIS experience must answer **both** questions):

a. Experience in HMIS (or comparable database for DV agencies): Describe experience with HMIS (or comparable database for DV agencies), including capacity to enter data accurately and timely. If you are a new applicant, please complete **Form 1b** to describe your HMIS onboarding process to ensure accurate data entry.

b. Universal Data Elements Threshold: Organizations must meet 90% Universal Data Elements (UDE) quality. The City of Detroit will confer with the HMIS Lead to ensure all applicable programs meet this requirement. Programs that do not meet the minimum 90% UDE will result in a loss of points.

2. FINANCIAL CAPACITY
(20 possible points)

<p>1. Describe the financial management processes, procedures, and staff in place to oversee privately or publicly funded operations and administration.</p>
<p>2. Describe how you will ensure timely submission of complete monthly billing payment packets, as well as expenditure of your grant by the contract deadline. Current subrecipients will be scored based on their previous performance in this area. If you are not a current subrecipient, please state so in your answer.</p>
<p>3. The City intends to meet HUD ESG match requirements with CDBG, however in some instances this may not be possible. In the event that you do not receive CDBG funds to match your ESG allocation, explain what cash and/or non-cash funds you will use for the match.</p>
<p>4. Include any audit or audit findings that have arisen in the past five (5) years and their subsequent resolution or status. Check all applicable:</p> <ul style="list-style-type: none"> ● Behind on 990 Filings: <input type="checkbox"/> Yes <input type="checkbox"/> No ● Unresolved IRS Findings: <input type="checkbox"/> Yes <input type="checkbox"/> No ● Outstanding Federal or State audit findings, regardless of funding source, or closed audit findings demonstrating significant fraud or misuse of funds: <input type="checkbox"/> Yes <input type="checkbox"/> No ● Overdue corrective action responses from the City of Detroit HRD or Office of the Control audits: <input type="checkbox"/> Yes <input type="checkbox"/> No <p>*If the answer was “Yes” to any of the items above, explain below. Attach supporting documentation in Attachment 10 to demonstrate resolution of the situation.</p> <p>If the organization has expended more than \$750K in federal funds within the last year, submit documentation of the completed single audit as Attachment 8 with application submission.</p>
<p>5. Other Financial Attachments: Organizations are also required to submit their current year budget, program budget for any homeless shelter, housing and services programs that are similar to the program you are seeking funding for through this RFP (e.g. Shelter, Rapid Re-Housing, Street Outreach, Prevention budgets), and most recent Profit and Loss Statement. Refer to Attachment 9 for more information.</p>

3. IMPLEMENTATION PLAN

(40 possible points)

1. Describe your experience operating outreach programs, including how long you have operated an outreach program.
2. Which population(s) do you serve? What is your geographic reach (e.g., throughout the City of Detroit)?
3. Demonstrate a clear understanding of the needs and challenges of the unsheltered homeless population.
4. How do you meet the unique needs of those who are unsheltered and experiencing homelessness? Explain how you currently engage with unsheltered individuals experiencing mental health crises.
5. There are numerous outreach programs throughout Detroit, what needs or barriers have you observed with the coordination of these outreach teams?
6. List the program days and hours of operations. Will the street outreach be available to conduct outreach during all hours of operations? If not, please explain and list timeframes when street outreach teams will not be available for field work. Programs that are available for a minimum of 5 days a week, 8 hours a day, will be awarded a higher number of points. <u>Include in your answer if the team will be available during HOT Pilot timeframes: Mondays 4PM - 8PM, Wednesdays 4PM - 8PM, and Sundays 1PM - 4PM. Please confirm availability for all three time slots, individually.</u>
7. How will this team coordinate with both City and non-City funded Outreach/Navigation teams to ensure all unsheltered individuals are engaged while preventing a duplication of services?
8. Describe the ways in which outreach services will be housing-focused, client-centered, and trauma-informed.
9. How will street outreach team members coordinate with other sectors (e.g. law enforcement) and ensure connections to community services and resources that meet client needs (e.g. behavioral health, physical health, employment, mainstream benefits)?
10. List any services that extend beyond meeting basic needs that you will provide to unsheltered individuals.
11. Describe ways you have successfully housed people experiencing unsheltered homelessness. What has worked well, what are the barriers, and how did you overcome them?
12. How will your outreach program operate services with a Housing First and Harm Reduction approach? Provide as evidence your agency's policy and procedure regarding Housing First and Harm Reduction OR how your agency will ensure a policy is in place at the start of the contract as Attachment #11. If attaching your policy, identify the page number for this specific policy in your answer.

<p>13. Describe how your agency already partners with the CoC and the City of Detroit to implement the City’s unsheltered response. Include in your answer how your agency participates in the Outreach Provider meetings and Outreach Leadership meetings.</p>
<p>14. When hiring staff for this team, what types of skills, training, and experience will you require?</p>
<p>15. Do you have any peer supports or people with lived experience of homelessness on your current outreach team? If so, how many? If not, do you plan on incorporating peer supports or people with lived experience into your team model?</p>
<p>16. Do you have the capacity to participate a minimum of 2 hrs/week in collaborative meetings across agencies serving the homeless population to discuss and provide input on the approach and design of outreach models?</p>
<p>17. How will your program manage HMIS data entry and data quality?</p>
<p>18. Describe how your program responds to outreach requests from the City.</p>
<p>19. How do you track, evaluate and improve programs throughout the year? For instance, if you are not meeting your expected performance measures, how will you adjust?</p>

F. FORMS AND ATTACHMENTS CHECKLIST

INSTRUCTIONS

The checklist below indicates the forms and attachments that must be submitted with the application. Indicated Yes (Y), No (N), or Not Applicable (NA) in the “Attached” Column to indicate if a document is attached. *Each Attachment document must be titled with the appropriate number and title (for example - “A3 IRS letter”). Please insert the title at the top of the first page of each attachment, as well as label each attachment’s file name using the same naming convention. See bolded text under “Document Description” for document number and title. Failure to upload and/or use the correct naming convention will result in a one point reduction per attachment with a maximum of 5 points total reduction in score.*

FORMS & ATTACHMENTS CHECKLIST		
Attachment or Form #	Document Description (bold lettering indicates number and title of document)	Attached? Y / N / NA
THRESHOLD Note: Applications must meet threshold to be considered for funding		
MINIMUM REQUIREMENTS		
Attachment 1	A1: Board Participation of a Person with Lived Experience of Homelessness- verification of the participation of a board member who is or has experienced homelessness	
Attachment 2	A2: Board of Directors 2020 Meeting Schedule	
Form 1a	F1a: HMIS Certification - only for those applicants who do not currently participate in Detroit’s HMIS but have participated in another jurisdiction’s HMIS for at least 1 year.	
Form 1b	F1b: HMIS Onboarding Plan- only for those applicants that do not currently participate in any HMIS system	
Form 2	F2: Cash on Hand Certification	
THRESHOLD FOR NEW APPLICANTS ONLY		
Attachment 3	A3: IRS letter verifying tax-exempt 501(c)(3) status	

Attachment 4	A4: Proof of 2 years of experience operating programs with public funding as demonstrated by funding letter(s)	
REQUIRED ATTACHMENTS FOR ALL APPLICANTS		
ORGANIZATIONAL EXPERIENCE		
Attachment 5	A5: Organizational chart - including positions and key roles	
Attachment 6	A6: Annual Report (only for agencies who have not served the homeless population prior)	
Form 3	F3: Certifications and Assurances	
FINANCIAL CAPACITY		
Attachment 8	A8: CPA prepared Financial Statements for most recent year-end and Single Audit	
Attachment 9	A9: Budgets- Current year organizational budget, program budget for housing crisis/shelter program services, and most recent Profit and Loss Statement	
Attachment 10	A10: Resolution of Findings- Documentation showing status/resolution of any City, HUD and/or IRS findings	
IMPLEMENTATION PLANS BY COMPONENT		
Form 4	F4: Application Budget and Narrative- excel document must be completed for each program/component for which you are applying (Form in separate excel document posted with RFP). If applying for multiple shelter programs, please submit a separate shelter budget for each.	
Attachment 11	A11: Policies and Procedures for each applicable component	
<u>OPTIONAL</u>: FOR APPLICANTS SUBMITTING APPEALS OF FUNDING DECISIONS		
Form 6	F6: Appeal Form	

APPENDIX A: ELIGIBLE PROGRAM PARTICIPANTS

Homeless or at-risk status must be documented by subrecipients for each program participant.

Homeless Definitions (per Homeless Definition Final Rule)			Eligible Component
Category 1	Literally Homeless	Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: i) Has a primary nighttime residence that is a public or private place not meant for human habitation; ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state or local government programs); or iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.	Emergency Shelter Rapid Re-Housing Street Outreach and Navigation
Category 2	Imminent Risk or Homelessness	Individual or family who will immediately lose their primary nighttime residence, provided that: i) Residence will be lost within 14 days of the date of application for homeless assistance ii) No subsequent residence has been identified, and; iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing	Emergency Shelter Homelessness Prevention
Category 3	Homeless Under Other Federal Statutes	Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: i) Are defined as homeless under the other listed federal statutes; ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers	Emergency Shelter Homelessness Prevention
Category 4	Fleeing/ Attempting to Flee Domestic Violence	Any individual or family who: i) Is fleeing, or is attempting to flee, domestic violence ii) Has no other residence; and iii) Lacks the resources or support networks to obtain other permanent housing	Emergency Shelter, Rapid Re-Housing Homelessness Prevention

“At Risk” Homeless Definitions (per Homeless Definition Final Rule)		Eligible Component
Individuals and Families	<p>An individual or family who:</p> <ul style="list-style-type: none"> i) Has an annual income below 50% of median family income for the area; AND ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND iii) Meets one of the following conditions: <ul style="list-style-type: none"> A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR B) Is living in the home of another because of economic hardship; OR C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR F) Is exiting a publicly funded institution or system of care; OR G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan 	Homelessness Prevention
Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute	Homelessness Prevention
Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him/her.	Homelessness Prevention