

Request for Proposals

CSC Emergency Solutions Grant-COVID 19 Funds

Objective / Purpose

In response to the needs of those experiencing homelessness in Linn, Benton, and Lincoln Counties during the COVID 19 pandemic, CSC is accepting proposals from community partner organizations for projects intended to provide street outreach, socially distanced shelter, and related hygiene services to those who are unhoused and impacted by COVID 19. Funds may be used to prevent, prepare for, and respond to coronavirus among individuals and families who are homeless, with a priority to support homeless assistance and mitigate the impacts created by coronavirus. Per the regulations of the federal Emergency Solutions Grant COVID 19 funding (ESG-CV), CSC will accept proposals for the following activities:

Allowable activities and services are:

* Street Outreach – engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations including youth, young adults, and victims of domestic violence.
* Emergency Shelter – case management and shelter operations, including onsite services, facility repairs and maintenance, health services, rent and utilities, security, fuel, equipment, insurance, food, furnishings, supplies, and hotel/motel vouchers.

**NOTE**: People experiencing homelessness shall not be required to receive treatment or perform any other prerequisite activities as a condition for receiving assistance funded by ESG-CV.

Background

Community Services Consortium (CSC) is the community action agency serving Linn, Benton and Lincoln Counties. Since 1980, our mission has been, in partnership with a caring community, to help people access tools and resources to overcome poverty and build brighter, more stable futures. But no one can expect to overcome poverty without the foundation of decent, safe place to call home. Those who are unhoused are particularly vulnerable during natural disasters, such as the ongoing COVID 19 pandemic. CSC has seen the need in our communities and is targeting these vital funds to strengthen and enhance our region’s ability to address the immediate needs of those experiencing homelessness through coordinated partnerships. This special ESG-CV funding award affords us a unique opportunity to assist our local partners in projects that will serve our unhoused citizens during this health crisis.

Sub-Grantee Mandatory Requirements

To be considered for funding, the organization must be:

* Serving the homeless in Linn, Benton, and/or Lincoln Counties;
* A 501(c)3 who has not been declared ineligible to receive Federal contracts by the GSA;
* Able to collect and report all required client data points into the state sanctioned Housing Management Information System (HMIS), currently ServicePoint, on all people served with this funding. Data requirements include:
  + Client data must be complete, accurate, and entered into the database within 48 hours of client enrollment or admittance to shelter; and
  + The sub-recipient must have a secure IT network, be able to pay for the required ServicePoint license fees, and employ staff to do data entry after receiving proper training through the System Administrator for our region.
  + Priority will be given to organizations with the capability to do the required data entry themselves. If sub-recipient cannot perform the data entry themselves, they must have a system where such data is collected and verified by CSC before any assistance will be paid on the client’s behalf. The proposal must specify if the applicant organization will need CSC to perform the required data entry.
* Able to keep client records (both electronic and hard copy) in a safe, secure manner and abide by all confidentiality rules imposed by the Department of Housing and Urban Development, Oregon Housing and Community Services, Rural Oregon Continuum of Care, and CSC.
* Able to produce monthly reports and billings to CSC in order to receive reimbursements for services rendered. All funding will be allocated to sub-recipients on a reimbursement only basis.

Eligible Project Activities

To be considered for ESG-CV funding, the project proposed must perform one or more of these eligible activities and meet the parameters for the type(s) selected:

* Street outreach activities targeted to homeless individuals and families to prevent spread and mitigate the impacts of coronavirus. Eligible activities may include engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations including youth, young adults, and victims of domestic violence. COVID 19 related health and hygiene centers that provide services such as hand washing, showers, laundry, health screenings, meals, and basic supplies designed to keep the unhoused safe and lessen their chance of contracting the virus may apply under this category.

Personal data on those served must be collected per HUD data standards for outreach programs and entered into the state Homeless Management Information System, currently known as ServicePoint.

* Emergency shelter designed to prevent, prepare for, and respond to coronavirus impacts among homeless individuals and families. Shelters must be low or no barrier and comply with all Oregon Fair Housing Laws. Eligible activities may include case management and shelter operations, including onsite services, minor repairs and maintenance, health services, rent and utilities, security, fuel, equipment, insurance, food, furnishings, and supplies. Shelter operator must demonstrate the capacity to provide proper social distancing for guests. ESG-CV funds may be requested to help facilitate needed upgrades or alterations to help achieve social distancing, including the provision of motel or hotel sheltering for guests. **Shelters where operation is weather or temperature dependent will not be considered.** Personal data must be collected on each shelter guest and entered onto the state HMIS, currently known as ServicePoint, at the time of shelter stay.
* Hotel/motel sheltering projects for the homeless, including those for COVID 19 positive or suspected individuals. Applicants must contract with local motels directly and get reimbursed for motel room expenses by CSC. All motel guest personal data must be collected and entered onto ServicePoint within 48 hours of first night’s stay and guest check-out.

Funding Limitations

CSC has a total of $569,479 to allocate to successful projects, including admin. CSC may award multiple contracts out of this total, depending upon submissions received. Requests for admin shall be limited to 5% of proposed budget. Funding must be expended by December 31, 2021.

Minimum spend down rates shall be built into all sub-contracts. Failure to meet spending milestones shall result in funds being swept from your award. Applicants are urged to request funding amounts that they can commit to spending out by the deadline. Failure to spend out an award may adversely affect an organization’s ability to be considered for future funding from CSC.

Key Dates

Completed applications must be emailed to Dina Eldridge, CSC Housing Services Manager [deldridge@communityservices.us](mailto:deldridge@communityservices.us)

**Deadline is 5:00 pm on Monday, August 10, 2020. Submissions will be accepted via email only**.

Submission Requirements

**Applicants must answer the Application Questions contained in this RFP.** Incomplete or skipped answers will be grounds for disqualification. Please pay attention to word limits for each question. The Budget Template must also be completed for your proposed project.

In addition, organizations must send along the following documents with their application:

1. 501(c)3 Determination Letter
2. Most recently completed Financial Audit results
3. Financial statement for the last fiscal year *or* Form 990 tax return
4. Non-discrimination Policy
5. List of Board of Directors
6. Statement of Board approved indirect rate, if requested in Budget

**Application Questions**

1. Describe your proposed project. Include information on your target population, what services you propose to provide (i.e. outreach, shelter, hotel sheltering, hygiene services, etc.), and how many people you project to serve during the program period. How will your project help shelter more unhoused people during the COVID 19 pandemic and reduce the community spread of the virus? If your project provides overnight shelter, describe how you will ensure social distancing for your guests. Attach your written COVID 19 protocols currently employed. **500 word limit (not including attachment).**
2. Describe your organization’s mission and track record of serving our community. Include any specialized services that you offer that are unique to the area. How many homeless people do you currently serve per year? How will this funding enable you to serve more people or result in increased permanent housing placements? **250 word limit.**
3. Describe your organization’s data collection capacity:
   1. What data do you collect on those you serve (i.e. SSNs, DOB, race, ethnicity, etc.)?
   2. Do you currently use ServicePoint?
   3. If no, will you be able to obtain licenses and employ trained data entry staff who can use ServicePoint for this project?
   4. If you cannot utilize ServicePoint, how do you propose that client data will be entered into the system within 48 hours as required by this funding?

**200 word limit.**

1. Who do you plan to partner with in your community to make your project a success? Identify each partner and what role they will play. Describe what services or funding will be leveraged through your partnerships. Provide copies of any MOUs or other formal agreements you have with those partners. **500 word limit.**
2. How will you help find permanent housing placements for those you serve with these funds? Describe your partnerships with those in the community who assist people in obtaining transitional or permanent housing. Provide copies of any MOUs or other formal agreements you have with those partners. **300 word limit.**
3. Describe your funding request and give a narrative as to how the funds will be spent (staffing, shelter operations, supplies, etc.). **Include the date that your project will be operational**. If you do not receive the full amount, how will your project be affected? How will this affect the number of people you propose to serve and/or the services you will offer? **200 word limit.**

**Complete the attached Budget Template and include with submission.**

Email completed application and all required documents to:

Dina Eldridge:

[deldridge@communityservices.us](mailto:deldridge@communityservices.us)

**SUBMISSION DEADLINE: Monday, August 10, 2020 by 5:00 p.m.**