



September 17, 2020

TO: Homeless Service Providers

FROM: Loni Aadalen, Planning Specialist II/Continuum of Care Coordinator  
651-266-4116

RE: Letter of Interest to provide services under Emergency Solutions Grant (ESG)

**DUE DATE: Letters of Interest are due by 3:00pm (central time) on Thursday, October 8, 2020.**

The St. Paul/Ramsey County Continuum of Care, [Heading Home Ramsey \(HHR\)](#), is soliciting Letters of Interest from providers who have experience in providing services to households experiencing homelessness in Ramsey County under the [Emergency Solutions Grant \(ESG\)](#) funds. Ramsey County is administering the ESG program on behalf of the City of St. Paul. The ESG program was created through the McKinney-Vento Homeless Assistance Act as Amended by S.896 Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009. The focus of the ESG program is to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. Please note that this Letter of Interest is for the annual or regular ESG funds that the City of St. Paul receives; this Letter of Interest is not for the recently released ESG-CV (Emergency Solutions Grant – COVID) specific funds.

The ESG funds can be used to provide a wide range of services and supports under five program components: street outreach, emergency shelter, rapid rehousing, homelessness prevention, and Homeless Management Information System (HMIS). Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Ramsey County, in alignment with HHR, is targeting programs that support single adults (ages 25 and older), unaccompanied youth (ages 18-24 years old), and families with dependent children (at least one person is age 18 or older) in all five program components. Ramsey County currently contracts with 18 providers for calendar year 2020. For calendar year 2021, Ramsey County anticipates contracting with 10 or less providers and anticipates the total ESG amount available through this Letter of Interest to be \$523,897.00.

Note: Administration is not a component, it is considered an activity under the program component you apply for. Always refer to the program regulations at [24 CFR Part 576](#) for complete information about all eligible costs and program requirements. See eligible components and activities below:

**Component: Street Outreach.** These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101

**Activity type: Essential Services**

Eligible costs:

- Engagement
- Emergency Mental Health Services
- Case Management
- Transportation
- Emergency Health Services
- Services for Special Populations

**Component: Emergency Shelter.** These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102

**Activity types:**

Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> <li>• Outpatient Health Services</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse</li> <li>• Treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Labor</li> <li>• Materials</li> <li>• Tools</li> <li>• Other costs for renovation (including rehab or conversion)</li> </ul>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Insurance</li> <li>• Utilities</li> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel Vouchers</li> </ul>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>

**Component: Rapid Re-Housing.** These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104

**Activity types:**

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Short-term rental assistance</li> <li>• Medium-term rental assistance</li> <li>• Rental arrears</li> </ul> <p>**Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month's Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

**Component: Homelessness Prevention.** These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103

**Activity types:**

Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Short-term rental assistance</li> <li>• Medium-term rental assistance</li> <li>• Rental arrears</li> </ul> <p>**Rental assistance can be project-based or tenant-based.</p>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Rental Application Fees</li> <li>• Security Deposits</li> <li>• Last Month's Rent</li> <li>• Utility Deposits</li> <li>• Utility Payments</li> <li>• Moving Costs</li> </ul>	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> <li>• Housing Search and Placement</li> <li>• Housing Stability Case Management</li> <li>• Mediation</li> <li>• Legal Services</li> <li>• Credit Repair</li> </ul>

**HMIS Component.** These activities are designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107

**Activity type: HMIS**

Eligible costs:

- Contributing data to the HMIS designated by the CoC for the area (i.e. user fee for HMIS license);
- HMIS Lead (as designated by the CoC) costs for managing the HMIS system (total available to HMIS Lead Agency is \$11,577.00);
- Victim services or legal services provider costs to establish and operate a comparable database.



#### Minimum Qualifications/Requirements:

- A minimum of two years of experience in providing services under the program component that a provider is applying for.
- Providers may apply for more than one program component as outlined above.
- **Providers must match all grant funds that they are applying for with an equal amount of contributions**, which may include cash, donated buildings or materials, and volunteer services.
- Providers must have experience and access to using the Homeless Management Information System (HMIS). Exception to this would be victim service providers; victim service providers would need to have a comparable database.
- Providers must be willing to participate in the coordinated entry (CE) system in Ramsey County for referrals.

#### Additional Skills/Experience:

- Knowledge of community resources.
- Experience and knowledge of the coordinated entry (CE) system in Ramsey County.
- At least one person from your agency should attend the Informational Meeting via zoom on Tuesday, September 29, 2020 from 3:00pm to 4:00pm (central time). To be invited to the Information Meeting, please email the Continuum of Care (CoC) Coordinator, Loni Aadalen, at [loni.aadalen@co.ramsey.mn.us](mailto:loni.aadalen@co.ramsey.mn.us) for a meeting invite.

#### Requirements for the Letter of Interest:

Letters of Interest should not exceed 3 pages (per program component that you are responding to), and include the following information:

1. Provider Name, Contact Person, Address, Phone Number and Email Address.
2. A narrative description detailing your agency's experience and how it meets the minimum requirements as outlined above per each program component that you are responding to. Description should include target population (singles, youth, and/or families) and total number of households to be served.
3. Additional attachments required that are not a part of the 3-page maximum:
  - a. Program budget (per each program component) in an excel spreadsheet – budget should include source and amount of match.
  - b. Proof of match.

#### Submitting a Letter of Interest:

**Letters of Interest are due by 3:00pm (central time) on Thursday, October 8, 2020.**

A Letter of Interest must be submitted to Loni Aadalen, Planning Specialist II/CoC Coordinator, by email at [loni.aadalen@co.ramsey.mn.us](mailto:loni.aadalen@co.ramsey.mn.us)



If you have questions or concerns regarding the Letter of Interest, please contact Loni Aadalen by phone at 651-266-4116 or by email at [loni.aadalen@co.ramsey.mn.us](mailto:loni.aadalen@co.ramsey.mn.us). Questions and the responses will be posted online at [www.headinghomeramsey.org/provider-resources](http://www.headinghomeramsey.org/provider-resources) following the Informational Meeting after Tuesday, September 29, 2020.

Timeline for Homeless Service Providers to respond to Letter of Interest:

September 17, 2020	3:00pm	ESG Letter of Interest released
September 29, 2020	3:00pm	Informational Meeting for providers
October 8, 2020	3:00pm	Letter of Interest due
1 <sup>st</sup> week of November		Ranking Committee meets to review Letters of Interest
2 <sup>nd</sup> week of November		CoC Coordinator notifies providers if they were selected or not
January 1, 2021		Anticipated Contract start date (contracts will be for one year)