



DATE: Tuesday, November 10, 2020

TO: Homeless Service Providers

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

RE: Letter of Interest (LOI) to provide services under Emergency Solutions Grant
COVID funds (ESG-CV)

DUE DATE: Letters of Interest are due by 2:00pm (central time) on Wednesday, November 25.

Ramsey County, through the St. Paul/Ramsey County Continuum of Care, [Heading Home Ramsey \(HHR\)](#), is soliciting Letters of Interest from providers who have experience in providing street outreach and/or rapid rehousing (RRH) services to households experiencing homelessness in Ramsey County under the [Emergency Solutions Grant-COVID \(ESG-CV\)](#) funds. Ramsey County is administering the ESG-CV program funds on behalf of the City of St. Paul. The focus of the ESG-CV funds are to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus.

The (regular) 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. And 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 NOT for the annual or regular ESG funds that the City of St. Paul receives; this Letter of Interest is for the recently released ESG-CV (Emergency Solutions Grant – COVID) specific funds.

The ESG-CV funds can be used to provide a wide range of services and supports, however for this particular LOI, we are soliciting for two of the five program components: street outreach for families with dependent children and rapid rehousing (RRH).

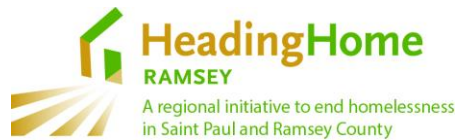
Each program component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Ramsey County, in alignment with HHR, is targeting RRH programs that support single adults (ages 25 and older), unaccompanied youth (ages 18-24 years old), and families with dependent children (at least one person is age 18 or older). Ramsey County is targeting street outreach programs that support families with dependent children, many of which are African American families. Funds would start January 1, 2021 and agreements would be for one year, with the possibility to extend another 9 months, with funds fully spent by 9/30/2022. Ramsey County anticipates the total ESG-CV amount available for street outreach to be \$250,000.00 and RRH to be \$500,000.00. (*Note: Funds are contingent upon the City of St. Paul executing their grant agreement with HUD; additional funds could also become available later on during the year.)

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 to prevent, prepare for, and respond to coronavirus by connecting them with emergency shelter, housing, and/or critical health services. § 576.101		
Activity type: Essential Services		
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Essential Services to promote independent living, sobriety, employment, self-sufficiency, and residential stability. • Hazard Pay (<i>unique activity</i>) • Handwashing stations/portable bathrooms (<i>unique activity</i>) • Training (<i>unique activity</i>) 		
Component: Rapid Re-Housing. These activities are designed to prevent, prepare for, and respond to coronavirus 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	
<u>Eligible costs:</u>	Financial Assistance	Services Costs
<ul style="list-style-type: none"> • Short-term rental assistance (0-3 months) • Medium-term rental assistance (limited to 3-12 months) • Rental arrears (do not count toward the 12-month limitation) <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Housing • Relocation and Stabilization Services - financial • Financial assistance • Landlord Incentives (<i>unique activity</i>) • Training (<i>unique activity</i>) 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Relocation and Stabilization Services – services • Hazard Pay (<i>unique activity</i>)
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		
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Contributing data to the HMIS designated by the CoC for the area (i.e. user fee for HMIS license); • 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 one or both program components as outlined above.



- 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.
- Submit quarterly reports and as requested by Ramsey County through the Sage HMIS Reporting Repository or other designated repository. Reporting schedule and due dates are as follows (and are subject to change):

ESG-CV Reporting Period:	Due Date (in SAGE):
January 1, 2021 to March 31, 2021	April 15, 2021
April 1, 2021 to June 30 2021	July 15, 2021
July 1, 2021 to September 30, 2021	October 15, 2021
October 1, 2021 to December 31, 2021	January 15, 2022
January 1, 2022 to March 31, 2022	April 15, 2022
April 1, 2022 to June 30, 2022	July 15, 2022
July 1, 2022 to September 30, 2022	October 15, 2022

- RRH providers must accept housing referrals through the Ramsey Coordinated Entry (CE) system.
- Street Outreach providers must have knowledge in the Ramsey CE system and are eligible to become a trained assessor for families. Please refer to the [CE Policies](#) for training requirements.
- Providers should identify how they are culturally and linguistically competent.

Additional Skills/Experience:

- Knowledge of community resources.
- Experience and knowledge of the CE system in Ramsey County.
- Experience and training in trauma informed care and housing first.
- At least one person from your agency should attend the Informational Meeting via zoom on Tuesday, November 17, 2020 from 1:00pm to 2:00pm (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 for a meeting invite.

Requirements for the Letter of Interest:

Letters of Interest should not exceed 5 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, and in the following two documents:
 - a. *Ramsey County ESG-CV Proposal Evaluation_FINAL*
 - b. *Ramsey County ESG-CV Proposal Evaluation Criteria Matrix_FINAL*
3. Responses should include target population (singles, youth, and/or families), total number of households to be served, and total amount of funds requested per program component.



4. Additional attachments required that are not a part of the 5-page maximum:
 - a. Program budget (per each program component) in an excel spreadsheet.
*Note: A match is NOT required for ESG-CV funds, but if you are leveraging other resources, please include source and dollar amount as applicable.

Submitting a Letter of Interest:

Letters of Interest responses are due by 2:00pm (central time) on Wednesday, November 25, 2020.

A Letter of Interest response must be submitted to Loni Aadalen, Planning Specialist II/CoC Coordinator, by email at 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. Questions and the responses will be posted online at www.headinghomeramsey.org/provider-resources following the Informational Meeting after Tuesday, November 17, 2020.

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

November 9, 2020		ESG-CV Letter of Interest released/published
November 17, 2020	1:00pm	Informational Meeting for providers
November 25, 2020	2:00pm	Letter of Interest response due to CoC Coordinator
December 17, 2020		Ranking Committee meets to rank Letter of Interest responses
December 18, 2020		CoC Coordinator notifies providers if they were selected or not, or to email if there are any questions regarding responses.
January 1, 2021		Anticipated Contract start date (contracts will be for one year and are contingent upon the City of St. Paul executing their grant agreement with HUD).