



Monday, October 4, 2021

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 3:30pm (central time) on Monday, October 24, 2021.

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 related to the ESG-CV (Emergency Solutions Grant – COVID) 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/or
- 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 unaccompanied youth (ages 18-24 years old), single adults (ages 25 and older), and families with dependent children (at least one person is age 18 or older) in all five program components. Ramsey County currently contracts with 13 providers for calendar year 2021. For calendar year 2022, Ramsey County anticipates contracting with 12 or less providers and anticipates the total ESG amount available through this Letter of Interest to be \$543,730.00.

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"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse • Treatment Services • Transportation • Services for Special Populations 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

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

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:

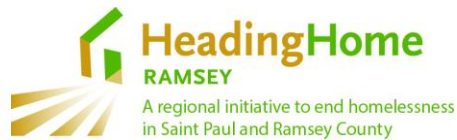
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<p><u>Eligible costs:</u></p> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.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

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 for which a provider is applying.
- Be a registered non-profit.
- 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 System (CES) in Ramsey County for referrals.

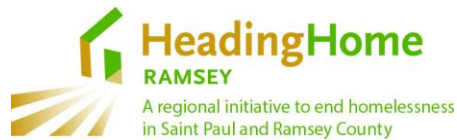
Additional Skills/Experience:

- Knowledge of community resources and demonstrated cultural competence.
- Experience and knowledge of the Coordinated Entry System (CES) in Ramsey County.
- At least one person from your agency should attend the Informational Meeting via zoom on Monday, October 18, 2021 from 9:00am to 10:30am (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 10 pages, 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. Proposal speaks to the experience, training, technical and professional ability and capacity of the organization.
 - a. List minimum of two (2) years of paid experience in providing services to which the program component is applying. Describe experience and access to using the Homeless Management Information System (HMIS). If a victim service provider, describe and name comparable database.
 - b. List active relationships and knowledge of mainstream community partnerships that include health care and housing services.
 - c. Describe experience and knowledge of the Coordinated Entry System (CES) in Ramsey County.
 - d. Describe participation of people with lived experience in planning, policy, and decision-making.



- e. **RRH Providers only:** If program utilizes a Housing First Model, please describe how program is low barrier and accepts most households.
4. Proposal shows a clear understanding of service needs and the ability to meet the needs of clients. Proposal highlights strategies for providing services in a holistic, culturally appropriate manner that will promote opportunities to become stably housed. Proposal aligns with [HUD Continuum of Care System Performance Measures](#).
 - a. Illustrate philosophical framework for services that are person/family-centered and in line with best practices.
 - b. Describe how practices are creative and flexible to meet the needs of the person/household.
 - c. List supports that will maximize community partnerships, such as connections to faith community, volunteer opportunities, etc., as well as facilitation of services, up to and including entry into housing.
 - d. Describe a high level of communication & strong collaboration with interdisciplinary team members and other professionals.
 - e. Describe collaboration and partnership with the local Ramsey County Coordinated Entry System (CES).
 - f. List evaluation and assessment tools utilized to monitor program effectiveness.
 - g. Describe how agency outcomes align with the HUD Continuum of Care System Performance Measures?
5. Proposal outlines a plan that clearly demonstrates the organization's ability to effectively operate as a business and identifies the agency's financial stability and solvency. [Appropriate costs](#) for the intended service delivery are identified, including how specific funds will be used to support the program and its clients. Match information and amount is clearly detailed.
 - a. Proposal should describe the agency's fiscal management capabilities.
 - b. Budget provides sufficient information: Administrative costs (list items – maximum of 10% of total budget), Support Services (ie: Staffing) costs (list items/salaries), and Direct Assistance costs (list items)
 - c. Costs should be reasonable and appropriate.
 - d. Describe connection between costs and outcomes.
 - e. Services should be cost effective (ie: Total amount requested, total number of households served, average cost per household)
 - f. Costs must be appropriate and allowable per the service models.
 - g. List 100% match and source of match.
6. Proposal demonstrates the agency's capability to provide services in a manner that is compatible with language and cultural needs and/or preferences.
 - a. Proposal demonstrates competency in language and culture; describe how services will be delivered in a manner that honors cultural norms and practices.
 - b. Express agencies commitment to and experience with providing services that are culturally and linguistically appropriate.
 - c. List how agency is connected to culturally specific community resources. Describe how agency communicates with persons who have limited English proficiency.



- d. Describe/list sound strategies for the recruitment, retention, and promotion of diverse staff.
 - e. List any specialties in serving specific populations or communities, specific to the Ramsey County region and gaps as identified in the [Heading Home Ramsey Biannual Needs Assessment](#).
7. Additional attachments required that are not a part of the 10-page maximum:
- a. Program budget (per each program component) in an excel spreadsheet – budget should include source and amount of match.
 - b. Proof of 100% program match.

Submitting a Letter of Interest:

Letters of Interest are due by 3:00pm (central time) on Monday, October 25, 2021.

A Letter of Interest 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 October 18, 2021.

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

October 4, 2021	2:30pm	ESG Letter of Interest released
October 18, 2021	9:00am	Informational Meeting for providers
October 25, 2021	3:00pm	Letter of Interest due
2 nd week of November		Ranking Committee meets to review Letters of Interest responses.
3 rd week of November		CoC Coordinator notifies providers if they were selected or not.
January 1, 2022		Anticipated Contract start date (contracts will be for one year: 1/1/2022 or date of contract execution through 12/31/2022).