

STATEMENT OF QUALIFICATION (SOQ)

EMERGENCY SHELTER GRANT

COVID-19



CARES ACT

PUBLIC LAW 116-136

2020



City of Shreveport

Department of Community Development

Bonnie Moore, Director

October 12 – November 3, 2020

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CITY OF SHREVEPORT
2020 Statement of Qualifications (SOQ)
Emergency Solutions Grant Program
COVID-19 (ESG) FUNDING

AGENCY: Community Development

ACTION: Statement of Qualification (SOQ) Guidelines

DATE ISSUED: October 12, 2020

NOFA DEADLINE: November 3, 2020

I. INTRODUCTION

The City of Shreveport, Department of Community Development is seeking Statement of Qualification (SOQ) from non-profit agencies to prevent, prepare for, and respond to the coronavirus pandemic (COVID-19) among individuals and families who are homeless or receiving homeless assistance; and to support additional homeless assistance and homelessness prevention activities to mitigate the impact of COVID-19.

This is not a funding proposal. The SOQ will be used as a screening tool to establish a pool of nonprofit organizations that are qualified and eligible to submit responses to a Letter of Interest (LOI) regarding the ESG-CV program funding.

II. SUBMISSION REQUIREMENTS

DATES: **One original completed SOQ plus three (3) copies must be received by Tuesday, November 3, 2020** to the attention of Ms. Bonnie Moore, Director, City of Shreveport, Department of Community Development, 401 Texas Street, First Floor, or mailed to Post Office Box 31109, Shreveport, LA 71130.

SOQs that arrive after the deadline will not be accepted. Diskettes, facsimiles, electronic mail, or other electronic documents will not be accepted. The SOQ is also posted on

the city's website at www.shreveportla.gov.

FORMAT:

Any SOQ not following the prescribed format will not be considered for funding. The City of Shreveport reserves the right to request additional information pursuant to this SOQ.

DISCLAIMER:

All SOQs submitted become the property of the City of Shreveport. Submission of a SOQ does not commit the City of Shreveport to award a contract or to pay for any costs incurred in the preparation of a SOQ. The City has the right to extend the submission deadline should such extension be in the interest of the city. Proposers have the right to revise their SOQs in the event the deadline is extended. The City of Shreveport reserves the following rights with regard to SOQs submitted:

- To accept or reject any or all SOQs;
- To award all or part of the project at its discretion;
- To adopt any or all parts of a SOQ;
- To utilize any or all ideas from SOQs submitted;
- To request additional information for the purposes of clarification;
- To correct any mathematical errors in any or all SOQs submitted;
- To change the deadline for submitting SOQs upon appropriate notification to all participants receiving the SOQ;
- To accept or negotiate any modifications to the scope and budget of any SOQ following the deadline for receipt of all SOQs and prior to contract award, and,
- To waive any irregularity or any non-conformity of SOQs with this SOQ, whether of a technical or substantive nature.

For additional information regarding this Request for Proposal, contact Cathy Mitchell at (318) 673-5900.

III. STATEMENT OF QUALIFICATION (SOQ) OVERVIEW

The city of Shreveport is seeking qualifications of non-profit organizations to develop a pool of applicants to address homeless-related activities caused by COVID-19. A Letter of Interest will be sent to selected organizations to provide emergency shelter activities, homelessness prevention, rapid re-housing assistance, and homeless management information system operation. They are to be used to prevent, prepare for and respond to the coronavirus pandemic.

For the purpose of this SOQ, homelessness is defined as:

- 1) **Literally Homeless:** People who are living in a place not meant for human habitation, in emergency shelter, in transitional housing, or are exiting an institution where they temporarily resided for up to 90 days.
- 2) **Imminent Risk of Homelessness:** People who are losing their primary nighttime residence, which may include a motel or hotel or a doubled-up situation, within fourteen (14) days and lack resources or support networks to remain in housing.
- 3) **Homeless under other Federal statutes:** Families with children or unaccompanied youth who are unstably housed and likely to continue in that state, and who are likely to continue to be unstably housed because of disability or multiple barriers to employment.
- 4) **Fleeing/Attempting to Flee Domestic Violence:** People who are fleeing or attempting to flee domestic violence, have no other residence and lack the resources or support networks to obtain other permanent housing.

IV. BACKGROUND

The Coronavirus Aid, Relief, and Economic Security (CARES) Act was signed into law by the President of the United States on March 27, 2020 to help the nation respond to the Coronavirus outbreak. The CARES Act provides for payments to State, Local, and Tribal governments navigating the impact of the COVID-19 Pandemic. The CARES Act, Public Law 116-136 makes available funds under the Emergency Solutions Grant (ESG-CV) to mitigate conditions resulting from COVID-19 among individuals and families who are homeless and receiving homeless assistance.

The ESG program provides funding to:

1. Engage homeless individuals and families living on the street;
2. Improve the number and quality of emergency shelters for homeless individuals and families;

3. Help operate these shelters;
4. Provide essential services to shelter residents;
5. Rapidly re-house homeless individuals and families; and,
6. Prevent families and individuals from becoming homeless.

V. AGENCY QUALIFICATIONS

The following lists the minimum qualification requirements of the respondent(s):

- At least 3 years of experience providing one of the following homeless services:
 1. **Street Outreach:** Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations.
 2. **Emergency Shelter:** Renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building.
 3. **Essential Services:** Including 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, and services for special populations.
 4. **Shelter Operations:** Including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
 5. **Homelessness Prevention:** Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from moving to an emergency shelter or a place not meant for human habitation. Eligible costs include: rental assistance and rental arrears, financial assistance, rental application fees, security and utility deposits, utility payments, last month's rent, and moving costs. Services include: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, and credit repair.

6. **Rapid Re-Housing:** Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

- At least 3 years of experience administering federal, state, and local funds;
- Member of the Continuum of Care for at least one year prior to the SOQ submission; and,
- Willing to participate in data collection through the Homeless Management Information System (HMIS). HMIS is an information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.

VI. STATEMENT OF QUALIFICATION (SOQ) FORMAT

SOQs should include the following information:

1. Cover Letter, signed by the person authorized to bind the agency into an argument.
2. Complete legal name, address, and telephone number.
3. DUNS number, and Tax Identification number.
4. Business organization including a brief history of the organization.
5. Organizations capacity to administer homeless programs, including staffing.
6. Statement of qualifications including description of approach the agency will employ in carrying out the work.
7. Proof of membership in the Continuum of Care.
8. Please indicate all areas of expertise:

- Street Outreach
- Emergency Shelter
- Essential Services
- Rapid Rehousing
- Homeless Prevention

VII. EVALUATION AND SELECTION

A selection committee will review the SOQs based on the information provided by your agency. Once the SOQ responses are received, each response will be reviewed and evaluated to determine your score. Please note that SOQs must meet the threshold criteria score (75) to be sent a Letter of Interest for funding.