

**Request for Proposal
Local Homeless Prevention Aid Grant Proposals**

TO: Providers within the service areas of Chisago, Isanti, Kanabec, and Pine Counties

FROM: The counties of Chisago, Isanti, Kanabec, and Pine

DATE: March 15, 2023

RE: Request for Proposal to provide family housing services to at-risk families

The counties of Chisago, Isanti, Kanabec, and Pine are soliciting proposals from qualified agencies interested in providing family housing services to at-risk families who have children in grades Pre-Kindergarten to Grade 12. Services much include a plan for providing rental assistance, support, and case management services to improve housing stability. Interested agencies must submit a plan for targeting homeless or at-risk families with school- aged children.

Local Homeless Prevention Aid is designed to be a flexible funding source, with the goal of ensuring that no child is homeless within a local jurisdiction by keeping families losing housing and helping those experiencing homelessness find housing. Agencies are asked to incorporate the use of these funds for concrete services, such as ongoing rent, security deposits, etc. Agencies should be aware that this funding is provided to counties from the Minnesota Department of Revenue. Funding for 2023 is collectively for the four counties \$245,195. The funding will continue through 2028. Funding is based on the overall county population and the number of students experiencing homelessness in the county. Because this number may vary, agencies are encouraged to explain how the allocation in future years will be directed, knowing that the exact of funding for future years is not yet certified. Respondents must also include information on how they will track the number of people served by this aid and must also include how they plan to assess how the aid impacts people who are currently experiencing homelessness or at risk of experiencing homelessness. The service area does include the Mille Lacs Band Family Services. Respondents should also provide information on how they plan to incorporate feedback from the reservation so that all families have access to this resource.

Respondents should familiarize themselves with the program requirements which can be found on the Minnesota Department of Revenue's website:

<https://www.revenue.state.mn.us/local-homeless-prevention-aid>

Questions about this RFP should be directed to:

Penny Messer

Isanti County Health and Human Services Division Leader

Direct Line: 763-689-8152

E-mail: penny.messer@co.isanti.mn.us

Proposals will be reviewed by the selection committee comprised of representatives from the four counties and the Mille Lacs Band Family Services. Proposers identified as finalists may be invited to an in-person interview/presentation. All materials submitted as part of the proposal shall become the property of Isanti County. The counties reserve the right to request additional information throughout the selection process.

The selected proposer will be expected to have an approved professional services contract with each county within thirty days of the notice of award and begin services as outlined in the proposal.

All submittals to be considered must be received by the due date and delivered or e-mailed to the specified address. All proposals shall include identification of any potential conflicts of interest. Chisago, Isanti, Kanabec, and Pine Counties retain the right to cancel the Request for Proposals at any time, has no obligation to act on any or all the proposals and retains the right to waive or not waive any irregularities in any submittal. All proposals under this RFP shall be valid for 60 days from the due date.

Instructions for Responding to this Request for Proposals (RFP):

Responses to this Request for Proposals should be prepared simply and economically, providing a straight forward and concise description of the respondent's interest and qualifications in offering the services identified above.

Chisago, Isanti, Kanabec, or Pine Counties will not be liable for any expenses incurred by the respondent in connection with the preparation or submittal of a response to the county.

Please submit your response by **4:30 p.m., April 7, 2023**

1. A cover letter which summarizes your agency's history and background.
2. A list of services your agency currently provides to individuals.
3. Agency brochure(s).
4. Estimated start of service. The expectation is that services will begin on or about July 1, 2023.
5. Certificates of insurance outlining the coverage types and amounts carried by your agency.
6. Responses to the following questions, not to exceed one (1) single-sided page per question:

- Outline your agency’s experience with working with families and children that have been homeless or at-risk of homelessness.
- Outline your plan for the services/activities that will be provided.
- Outline how your agency collaborates with other community providers, including how your agency plans to incorporate working with all of Chisago, Isanti, Kanabec, Pine, and Mille Lacs Band School Districts. Outline how the services will be tracked and the measurements that will be used to determine effectiveness of the activity or service.
- Project budget, including any personnel and administrative expenses and the percentage of projected funding available for direct aid.

Selection of Proposal:

All responses to this RFP will be reviewed by the selection committee and the agency awarded will be contacted. Selection will be based on the provider’s demonstrated experience, knowledge, and costs.

Contact Information:

Questions can be sent to Penny Messer at penny.messer@co.isanti.mn.us or at 763-689-8152. Please submit the proposal and documentation via email, fax or mail by 4:30 p.m., April 7, 2023, to:

Penny Messer, Health and Human Services Division Leader
Isanti County Health and Human Services Division
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Cambridge MN 55008
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