**Request for Letters of Interest**

**Background**

The City of Tucson has planned with the community to respond to the COVID-19 virus by supporting and funding efforts to provide housing and services to homeless persons. As the federal Stimulus package is being put in place, the City of Tucson expects to receive CDBG and ESG funds. The usual ESG 100% match will not be required, but it is expected that other federal requirements will be followed. The total amount of funding that is available is unknown. Expectations may evolve as the COVID-19 situation changes; agencies will be expected to work closely with community teams and adjust where needed. Agencies that currently receive ESG, CDBG, General Funds or Continuum of Care funding through the City of Tucson are eligible to apply for funding to provide the elements listed below.

**Letter of Intent**

The purpose of this request is to identify general interest and qualifications of possible entities that are willing to enter into a funding agreement with the City of Tucson to provide services to support homeless individuals and families being sheltered for quarantine or isolation during the COVID-19 outbreak. Central coordination will be in place to conduct phone interviews for the purpose of providing motel vouchers for prioritized clients.

If selected by the City of Tucson, agencies responding to this Request for Letters of Interest will:

* Work collaboratively with community teams on a daily basis to assure the prioritized, most vulnerable homeless persons are served.
* Accept referrals for shelter placement only from approved sources to be defined prior to grant agreement.
* Identify/prescreen all participants to ensure they meet the “at risk” project criteria for hotel vouchers or shelter at that time, through a phone-based project intake.
* Work closely with a medical provider to screen clients for medical needs and assure medical needs are met expediently.
* Coordinate health, behavioral health and supportive services for clients served.
* Enter all required data into the HMIS system within two days.
* Visit the hotel sites where clients are sheltered on a daily basis to conduct health screening, provide linkage with services, food, over the counter medication, and transportation.
* Develop and coordinate a housing plan with each client to prevent returns to homelessness after the hotel shelter period ends.
* Grant reporting will be required and will be dependent on the funding source.

**Submittal Process**

Interested agencies must submit the LOI documents to the City of Tucson by **12:00 pm, April 6, 2020** to [Jodie.Barnes@tucsonaz.gov](mailto:Jodie.Barnes@tucsonaz.gov). Agencies responding to the RFI should provide a document on the agency’s letterhead responding to the questions above, providing brief details about how they will address the above bullet points and what staff will be overseeing and providing the services.

Letter must be submitted on agency letterhead, should not be more than 3-5 single-spaced pages (standard 11 pt. font size or larger), and signed by an authorized agency representative expressing the entity’s willingness to provide the services listed above.

A budget detailing what the funds will be used for must be attached. The budget should state the total number of units the project can support and the estimated monthly cost of serving 1 hotel/motel unit with a description of the expected supplies/services/other expenses that make up that cost.

The City of Tucson will review all submitted documentation. Information provided will be kept confidential. Information provided will be used to develop a more detailed scope of work.

The City of Tucson reserves the right to make a single, multiple, or no awards based on this solicitation and may re-issue a solicitation for these services at a later date if an acceptable response is not received.