



**MONROE COUNTY
HOMELESS SERVICES**

CONTINUUM-OF-CARE, INC.

Request for Proposals (RFP)

CHALLENGE GRANT

FY 2018-2019

The CHALLENGE Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless assistance Continuums of Care (CoC). The Monroe County Homeless Services Continuum of Care Inc. is the lead agency in Monroe County Florida. To qualify for the grant, the lead agency must develop and implement a local homeless assistance CoC plan for its designated planning area. The CHALLENGE Grant funding is available through a competitive application process that is open only to the lead agency, MCHSCoC.

The CoC plan must implement a coordinated assessment or central intake system to screen, assess, and refer persons seeking assistance to the appropriate service provider.

The lead agencies may allocate the grant funds to programs, services, or housing providers that support the implementation of the local CoC plan.

For the State FY 2018-2019 beginning July 1, 2018, the MCHSCoC is expected to receive \$258,500. Grant funding will need to be expended on eligible services with eligible matching funds by June 30, 2019.

The CHALLENGE Grant funding must be used locally for a project that will assist those individuals and households that are homeless, and/or those at risk of becoming homeless. The intent of the grant is to help implement the local CoC plan and to help the community reach the goals and objectives as listed in the CoC plan.

Activities that do not directly benefit homeless persons (*not eligible*) may include but are not limited to: public education, training, planning, capacity building. HMIS may be claimed to be a direct benefit if it is used to the extent that the system is used as a case management tool to coordinate services among two or more local agencies serving the homeless person.

Performance monitoring of the grant activities is a responsibility of the lead agency. Upon completion of the grant funded activities, the lead agency shall provide a written assessment of the grant's effectiveness in furthering the CoC plan evaluating:

- a) Implementation of the CoC Plan – Exhibit 5 of DCF RFA includes outcomes.
- b) Planned vs. Actual Services Provided – Exhibit 4 of DCF RFA, budget form enumerates the number of homeless persons to be served.
- c) State and Federal Performance Objectives:
 - Length of homeless episodes
 - Recidivism
 - Access and coverage (thoroughness in reaching homeless)
 - Overall reduction in number of persons who are homeless
 - Job and income growth for persons who are homeless
 - Exits from homelessness to housing
 - Reduction in first time homeless
 - Other accomplishments to reducing homelessness

In addition, the state grant is intended to be used in concert with the private funding contributed to local homeless service agencies to address the needs of the persons who are homeless in the planning area.

The overall goal of the grant is to use the CHALLENGE Grant to partner with local agencies to reduce homelessness in Florida.

Applicants are advised to read the State solicitation to understand the restrictions of the funding and requirements accompanying the funding. (Note: the State Solicitation was from FY 2016-17 and is unchanged)

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Local Request for Proposals

As the lead agency, the Monroe County Homeless Services CoC, Inc is soliciting proposals for the current application cycle.

Agencies must be members in good standing to compete.

Proposals will be accepted for any activity that directly benefits homeless persons or persons at risk of homelessness and is clearly identified in the Monroe County Homeless Services CoC Plan.

ALL PROPOSALS ARE DUE IN A WORD DOCUMENT OR PDF TO THE MCHSCOC OFFICE ON OR BEFORE MAY 7th, 2018 BY 5:00PM VIA mark.lenkner@monroehomelesscoc.org

The proposal must be no more than 10 single spaced pages excluding (HMIS letter, IRS letter and Expenditure of Funds letter.)

The MCHSCoC has identified the following three core categories of need to be funded with the CHALLENGE Grant funding:

Basic Needs	expected funding amount <u>\$45,680.00</u>
Mainstream Resources and Outreach	expected funding amount <u>\$24,520.00</u>
Homeless Prevention	expected funding amount <u>\$177,960.00</u>

The eligible activities funded under these three categories are defined as:

Project 1: Basic Needs Services

Eligible costs include:

- Healthcare co-payments and fees for medical, dental, eye care (including eye exams and glasses), out-patient mental health care services (including treatment and diagnostic testing); Prescription drug assistance (including prescribed devices/garments) and counseling services
- Costs associated with obtaining legal or government forms such as IDs, birth certificates, passports, etc.
- Transportation costs for client medical appointments, employment purposes, reunification, social service, and education activities. Eligible costs include local/long-distance bus passes, gas vouchers, purchase of bicycles for clients (not to exceed \$200.00 per client) and one time minor repairs to client's own motor vehicle or bike to ensure basic mobility and operation (not to exceed \$200.00 in repairs per household per year). In the case where an alternate mode of transport is more cost efficient than a bus pass/car, such costs may be paid for upon approval by DCF.
- Personal care/hygienic items for adults and children, including diapers, food, drinking water, and clothing/shoes
- Child Care
- Emergency hotel stay
- Case management (including program staff salaries/benefits)

Project 2: Outreach and Mainstream Resources

Eligible costs include:

- Assistance with obtaining Food Stamps, EBT cards and replacement EBT cards
- SSI/ SSDI applications and assistance with SSA issues
- Assistance to access Affordable Care Act (ACA) services/benefits, Medicare & Medicaid
- Employment counseling, job/life skills training (including group trainings) and job placement services
- Assistance with housing searches
- Outreach & case management services to assist runaway and/or homeless youth and individuals with emergency shelter, drop-in-center, etc. Including cost of supplies, food, and resources needed to engage Outreach clients
- Case Management (including program staff salaries/benefits)

Project 3: Homeless Prevention

Eligible costs include:

- Short-term rental assistance (including lot rentals and slip rentals for boats) and first/last month rental payments
- Security Deposits
- Mortgage payment assistance
- Boat dockage fees/rent, sanitation equipment, and habilitation assistance
- Minor repairs to homes or boats to maintain habitability
- Utility Assistance
- Client Shelter Fee assistance
- Case management to provide services for housing stability, budgeting, and search for additional resources and follow-up services (including program staff salaries and benefits)

An agency may apply for more than one funding area but is not guaranteed to receive more than one (1) award or no award based on the ranking and review of the applications received. The proposals will be reviewed and scored by the Oversight Committee. (The scoring criteria is attached.)

The Oversight Committee will select the project(s) to be proposed to the DCF State Office on Homelessness for funding and will also establish the level of funding to be proposed for each project. The MCHSCoC, as the lead agency and eligible applicant, will prepare and submit the application according to State guidelines.

This is a cost reimbursement grant, meaning that cost associated with carrying out the services will be first paid by the provider and upon the accurate and timely completion of deliverables the providers cost will be reimbursed by the MCHSCoC.

All funds must be expended with appropriate match by June 30, 2019. All outcomes and expenses must be completed within term of the grant.

Proposal Requirements

1. Agency Capacity

Briefly describe the agency's experience serving people experiencing homelessness or at risk of homelessness.

Performance and outcomes of current agency projects and grants. Did you meet all of the performance deliverables in past grants? If not why? Were any amendments made to your past grant applications, if so how many and why? Did you expend all of your funds in past grants? Did you meet the funding deliverables you put forth in past grant applications? If not then explain why?

The agency's capacity to deliver the activities proposed.

Quality of data submitted through HMIS. (New projects must be willing to tract clients served in HMIS system.). (This information will come from the HMIS administrator)

2. Project Narrative

Proposed activities clearly defined with adequate explanation.

Target population defined.

Total number of unduplicated persons to be served, for what category and for what region of Monroe County. Proposed monthly and quarterly numbers to be served.

The performance outcomes to be achieved, what are the project activities to achieve the outcome and how you will they be tracked and reported upon during the grant period. Proposed monthly, quarterly and final outcomes.

The specific goal and objective number in the CoC Plan that is addressed by this proposed project, including an explanation of how the proposed activities contribute to achieving the CoC objective.

3. Budget

Provide a complete line item budget and a brief budget narrative explaining each line.

Provide specific sources of match to satisfy the 100% match requirement (cash or in-kind). Be sure to specify match amounts and from what areas of your budget.

Provide a certification on agency letterhead signed by your Agency Board Chair or Board President that funds will be expended as written in the time designated.

4. HMIS

Proposals must include a certification on agency letterhead signed by your Agency Board Chair or President that the proposing agency will participate in the MCHSCoC Homeless Management Information System (Client Track) and its Coordinated Assessment System (CAS). The exceptions are agencies that serve victims of domestic violence or children under 18. Such agencies must submit aggregate data from a comparable system related to the activities funded.

5. IRS Letter

Applicants if private, non-profit organizations must provide the agency's 501 (C) 3 determination letter from the IRS.

6. Leverage

Leverage will be required by all applicants and scored accordingly.

Leverage will be requested by all MCHSCoC members in order to enhance the overall score of the grant. Any McKinney Vento funds can be used as leverage and any receipt of private cash. (Page 14 of DCF

RFA) http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=127911

NOTE: Match is funds (cash or grants), in-kind donations or services used to match the grant when invoicing for payment. **Leveraged funds** must be grants and funding received between July 1, 2017 and June 30, 2018.

Completed proposals must be submitted electronically in Word or PDF Format to Mark Lenkner at mark.lenkner@monroehomelesscoc.org by May 7th, 2018 at 5:00pm. Incomplete, late and/or paper submissions will not be considered.

Additional timeline:

Committee Evaluation	May 8 th , 2018, 8:30 AM at Wesley House Family Services, 1304 Truman Ave. Key West (and VTC if needed)
Committee Recommendation taken to vote by the full Board of Directors	May 10 th , 2018, 10:00 AM at Wesley House Family Services, 1304 Truman Ave. Key West (and VTC)
Submission of Challenge Budget Narrative to Florida DCF	No later than June 1, 2018.



2018-19 Challenge Grant Proposal Evaluation

Applicant Name: _____

Core Category: _____ Requested Funding Level: \$ _____ Area Of County _____

Core Category: _____ Requested Funding Level: \$ _____ Area Of County _____

Core Category: _____ Requested Funding Level: \$ _____ Area Of County _____

Agencies must be members in good standing to compete.

Scoring Criteria	Score 1-5	Comments
Agency Capacity		
1. Experience serving people experiencing homelessness or at risk of homelessness		
2. Performance and outcomes of current or past agency projects and grants.		
3. Capacity to deliver the proposed activities		
4. Quality of data submitted through HMIS. (Information to come from HMIS Admin) New projects must be willing to use HMIS and CAS		
Project Narrative		
1. Proposed activities clearly defined		
2. Target population clearly defined		
3. Total number of unduplicated persons in each core category and each region		
4. Measurable performance outcomes identified and activities to achieve outcomes		
5. CoC Plan goal identified and clear link between activities and CoC objective		
Budget		
1. Budget is complete and clearly defined		
2. Match is 100% and clearly defined		
3. Leverage is attached and clearly defined Higher leverage per \$ request = higher score		
Bonus Points for Middle and Upper Keys (5) See Middle and Upper Keys Scoring Sheet		
Total Score		

Scoring 1-5 with 1 being the lowest level of completeness and 5 being excellent.



MONROE COUNTY HOMELESS SERVICES

CONTINUUM-OF-CARE, INC.

Scoring Criteria for Upper and Middle Keys

Revised 4-12-2018

The MC CoC has always recognized that there is a lack of services in the Middle and Upper Keys and has given preference to those that serve those areas.

The 5 extra points for serving the Middle and Upper Keys has become hard for the Oversight Committee to sort out as all agencies assert that they serve all of the Keys.

As a result, the Scoring Criteria is as follows:

1-Point: Based in Key West but clients come to your program from the Middle and Upper keys

3-Points: Based in the Middle or Upper Keys but clients come to your program from all of the Keys

5-Points: Based in one or more of the areas of the Keys and/or have staff that travel to the other two areas of the Keys to provide services.