



**MONROE COUNTY
HOMELESS SERVICES**

CONTINUUM-OF-CARE, INC.

Request for Proposals

**Homeless Prevention and Abatement Services
FL Fiscal Year 2019-2021
Challenge Grant**

NOTE: To be considered, proposals *must be received* by the
Monroe County Homeless Services Continuum of Care, Inc.

Delivered electronically to
Mark.lenkner@monroehomelesscoc.org

On or Before 5:00 p.m. on March 15, 2019

I. GRANT OVERVIEW

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). To qualify for the grant, a lead agency must develop and implement a local homeless assistance CoC plan for its designated planning area.

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.

In 2016 the COC was awarded a Challenge grant in the sum of 258,500.00 to provide specified service to address homelessness, including funds for homeless prevention, street outreach and mainstream resources and basic needs. The COC contracted with five (5) member agencies to provide the services required by the master agreement between the COC and the Florida Department of Children and Families, Office on Homelessness. The funding awarded in 2016 has been or is expected to be continued in FL fiscal year 2019 with a contract period of July 1, 2019 through June 30, 2021.

II. Eligible Proposals/Applicants and Delivery of Services

The COC is soliciting proposals to provide the services funded under the CHALLENGE grant as described in Part III. Applicant must be members of the COC in good standing to apply. Membership may be obtained by paying dues required of a service provider, which payment can be made at the time of Application.

Knowledge of any laws and regulations applicable to the CHALLENGE program, delivery of services, and reimbursement for such services is the responsibility of each applicant. Each Applicant shall exercise due diligence in becoming sufficiently informed of the facts and circumstances necessary to make an informed decision to apply for and deliver the services required under the CHALLENGE program.

Likewise, Applicants are required to be familiar with the underlying Master Grant Agreement between the COC and the Florida Department of Children and Families, Office on Homelessness (copies are available on request to the COC), COC Policies and Procedures, and the COC by laws as they may apply to the application process and delivery of services.

The delivery of services is expected to commence the 1st day of July 2019 and continue through June 30, 2022. The delivery of the services shall be under the supervision of the COC and DCF and subject to the terms and conditions of the master grant agreement between DCF and the COC and any applicable state and federal regulations. Upon award by the COC, the successful applicant(s) shall enter into a subcontract with the COC to provide CHALLENGE funded services which agreement shall, among other things, incorporate by reference and be controlled by the master grant agreement between DCF and the COC. If an applicant is not aware of and familiar with the terms and conditions of the master agreement, a copy will be provided upon request to the COC.

The contract between the successful Applicant(s) and the COC shall include periodic reporting, invoicing for reimbursement, shall establish conditions for payment of services, establish

performance measurement, standards for performance, and such other terms and conditions as the COC may deem necessary to deliver services efficiently and consistent with the COC Plan and in compliance with the master grant agreement and applicable state and federal regulations. More than one Applicant may be selected to deliver services funded by the CHALLENGE grant, in which case the COC shall allocate funding and performance measurement between the Applicants.

In the event the COC in its sole discretion determines that a service provider awarded a contract pursuant to this RFP is failing in any material respect to perform as required by the contract or the master grant agreement, the COC reserves the right to reallocate the funding, on notice to the applicant, to ensure delivery of services and compliance with the master grant agreement and applicable law.

III. SCOPE OF WORK

2.1 Program and Financial Requirements

2.1.1 Definitions

The definitions set forth in section 420.621, Florida Statutes, are applicable to the Challenge Grant program.

2.1.2 Program Need

Challenge Grant funding shall be used locally to assist those individuals or households who are homeless, or those at risk of becoming homeless. The funds may be used to assist those clients defined as homeless in section 420.621(5), Florida Statutes. The intent of the grant is to help implement the local homeless assistance plan, and to help the community reach the goals and objectives outlined in their CoC plan.

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. The grant recipient shall evaluate the success of the grant award using the performance measures described in Section 2.1.4 of this solicitation.

Grant funds may be allocated only for activities that directly benefit homeless persons or persons at risk of homelessness. Activities that do not directly benefit homeless persons may include, but are not limited to, public education, training, planning, and capacity building. Homeless Management Information Systems (HMIS) may be claimed to be a direct benefit used only 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 and each Applicant awarded a service contract will be required to meet specified performance benchmarks.

2.13 Services

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 the Department.
- 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
- Access to emergency shelter and drop-in shelter for runaway and at-risk youth
- Outreach & case management services to assist runaway and/or homeless youth, individuals, including the 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 residential fees for other types of permanent housing) and First/Last Month rental payments
- Lot rentals and slip rentals for boats
- Security Deposits
- One-time mortgage payment assistance
- Boat rental/ live aboard fees, dockage rent/fees, pump out/waste fees, sanitation equipment and assistance to maintain habilitation on the boat (including minor boat repairs to maintain habitability)
- Utility Assistance to cover current/past due utility bills including late fees; and utility connection fees/deposits
- Case management to provide services for housing stability (including
- program staff salaries/benefits)

2.1.4 Grant Outcome Evaluation and Performance Measures

Each lead agency receiving a grant under this solicitation must provide to the Office on or before July 31, 2020, a thorough evaluation of the effectiveness of the grant in achieving its intended purpose. Successful applicants will be required to provide information sufficient to allow the COC to satisfy this requirement and any other requirement of the master agreement. Such reporting may include, without limitation:

- a. Implementation of the CoC Plan. The lead agency shall evaluate the effectiveness of the grant to further the CoC plan, including the extent to which the grant accomplished plan objectives or actions steps, or resolved unmet needs specified in the plan. This must include the three outcomes included in EXHIBIT 5.
- b. Planned versus Actual Services Provided. The evaluation shall compare the proposed number of homeless persons to be served by grant funded activity as enumerated on EXHIBIT 4, Budget Form, to the actual number of persons served. The lead agency shall provide explanation for any activity that failed to achieve the target service level.
- c. State and Federal Performance Objectives. The lead agencies shall report on the specific projects funded under this grant based on the measures listed below. The Office on Homelessness will provide a template for these evaluation and performance measurements. Performance measurements will relate to specific projects funded under this grant.
 - i. Mean Length of homeless episodes
 - ii. Individual or family recidivism rate (subsequent return to homelessness)
 - iii. Access and Coverage (thoroughness in reaching homeless persons)
 - iv. Overall reduction in the number of persons who experience homelessness

- v. Job and income growth for persons who are homeless
- vi. Exits from homelessness to housing
- vii. Reduction in first time homeless
- viii. Other accomplishments related to reducing homelessness

2.1.5 Audit

The grant is subject to the state single audit requirement. The grant recipient (the COC) has the responsibility for tracking the amount of financial assistance received during a single fiscal period, to determine whether the state single audit requirement applies to the recipient. Applicants providing services funded under the CHALLENGE grant shall be responsible for assisting the COC in satisfying this obligation and shall themselves be subject to audit by the COC and by DCF.

IV. FUNDING ALLOCATIONS

This solicitation of services is limited to FL fiscal year 2019-2021 and will commence funding July 1, 2019 and continue through June 30, 2022. The total sums available for services is subject to and limited by any grant funds retained by the COC, which sums shall not exceed 8% of the total award. DCF has offered to enter into a continued contract with the COC for CHALLENGE funded services with an award up to \$300,000.

The COC remains ultimately responsible for the timely delivery of services and compliance with the master grant agreement and it is understood by and a condition of application that Applicants accept such contract terms and conditions as may be deemed necessary, in the COC's discretion, to ensure COC compliance with the master agreement.

V. GRANT SOLICITATION PROCESS

The contact person for the COC for the 2019-2021 Homeless Prevention Grant application process is:

Mark Lenkner, Executive Director
Monroe County Homeless Services Continuum of Care, Inc.
PO Box 2410
Key Wes, FL 33045
Telephone: (305) 440-2315
Email: mark.lenkner@monroehomelesscoc.org

Applicants are permitted to contact the COC staff after the notice of RFP has been posted. COC staff will respond to written questions based upon the RFP document.

Eligible applicants may submit written inquiries to the COC regarding the RFP to enhance their understanding of the requirements. Use of electronic communications is encouraged for all

inquiries. Responses to all written inquiries will be posted to the COC's internet site at <http://www.monroehomelesscoc.org>.

VI. PROCESS AND DEADLINES

A. Application Notice and Submission Deadline

The RFP will be posted on the COC internet web page. The deadline to provide proposals is March 15, 2019 by 5:00 p.m. Eastern Time. PROPOSALS **MUST** BE RECEIVED ELECTRONICALLY BY THE COC EXECUTIVE DIRECTOR ON OR BEFORE THE SUBMISSION DEADLINE. FAILURE TO ENSURE THAT APPLICATIONS ARE RECEIVED BY THE DEADLINE WILL RESULT IN THE APPLICATION BEING DENIED.

The COC is not responsible for any costs incurred by an applicant in responding to this grant application. Such costs are not eligible for reimbursement from the grant award.

No faxed, hand or mail delivery shall be permitted for submission of applications. Applications **MUST** be submitted electronically to the email address of the COC Executive Director (mark.lenkner@monroehomelesscoc.org).

Applications received after the noticed deadline shall be rejected and returned to the applicant without review. There shall be **NO EXCEPTIONS** or **WAIVERS**. The applicant is exclusively responsible for the delivery of the application to the COC. Applications must be received in the COC at the above email address by the deadline. The COC will not entertain appeals based on the failure of a delivery service to make timely delivery.

B. Format and Content of Application

The applicant shall submit an original signed application electronically to the COC Executive Director. Each application/proposal shall describe how the Applicant's proposal will support and advance the COC Plan and shall include the following mandatory documentation in the following order:

1. Applicant Information Request
2. All relevant attachments to Scoring Criteria
3. Budget Form
4. Budget Narrative
5. Project Narrative (See Appendix C for guidelines)
6. MyFloridaMarketPlace Registration
7. Evidence of Insurance
8. Documentation establishing IRS 501(c) (3) (if appropriate), FL Corporate Status in good standing, any relevant licenses to do business.

In addition to the project budget forms contained in Appendix B, the applicant shall submit a budget narrative to describe the organization's overall budget and financial sources of funds expected for

the period of the grant, identifying funding sources committed to the Applicant, and those that are anticipated. If the applicant performs services other than those eligible under the component applied for by the applicant, clearly denote the type of other services or programs and the funding sources. In such cases, separately describe the applicant's general management and oversight budget, key executive staff, budget levels, and overhead/indirect rates charged to grant sources, where allowable.

C. Application Scoring

Service contracts will be awarded by the COC on a competitive basis to those Applicants deemed most qualified to deliver the services consistent with the COC Plan, the master grant agreement and state and federal regulations based on experience, available resources, past performance, and ability to serve the entire jurisdiction of the COC.

Applications will be objectively scored using the scoring criteria set forth at Appendix D. Applications will be reviewed and scored by COC Staff and thereafter independently reviewed and scored by the COC Oversight Committee. The Oversight Committee will review presentations by the applicant on Monday, March 18th, 2019. The applicant shall provide 3 printed copies for the Oversight Committee at the review. Final selection of service providers and award of contracts is subject to the action of the COC Board of Directors.

Notice of award shall be made in writing and shall be accepted by the successful applicant (s) within five (5) business days of the notice. Acceptance is subject to execution of the COC subcontract. The COC reserves the right to include such terms and conditions in the subcontract as the COC Staff may determine are necessary to ensure compliance with the underlying master grant agreement, timely delivery of services, and any controlling state and federal law, including periodic audit of the providers records and operations by COC staff.

(The remainder of this page is intentionally left blank)

APPENDICES

- A. Applicant Information Request**
- B. Budget Form**
- C. Project Narrative Guidelines**
- D. Applicant Scoring Criteria**

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

City _____ County: _____

Zip Code: _____ Telephone #: _____

Applicant's E-mail Address: _____

Federal Tax Identification: _____

DUNS Number: _____

1. PROJECT ADMINISTRATOR

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Email Address: _____

2. CONTACT PERSON FOR THE APPLICATION

Name: _____

Phone: _____

Email: _____

3. AREA TO BE SERVED/OFFICE SERVICE LOCATIONS: _____

4. PRIOR CHALLENGE FUNDING?

YES _____ NO _____

Amount(s) _____ Year(s) _____

5. TOTAL FUNDS REQUESTED: \$ _____

6. LEVERAGED FUNDS: \$ _____

7. TOTAL PROGRAM COST: \$ _____

8. NUMBER OF FAMILIES TO BE SERVED MONTHLY: _____

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanction.

Signature: _____

Printed Name: _____

Title: _____ Date: _____

APPENDIX B

PROVIDER'S BUDGET AND BUDGET NARRATIVE

Line Items	Budget
Basic Needs	
Outreach	
Homelessness Prevention	

Prepared by: _____

Date: _____

Title: _____

PROJECT NARRATIVE GUIDELINES

All applicants shall submit a complete and comprehensive narrative describing their intended use of the grant funds. Clearly state the goals to be pursued by the grant funded prevention program, and how the grant will stabilize the housing of families assisted.

Describe how your program will be operated, including but not limited to the following:

1. Method by which the applicant will take applications for assistance from eligible families;
2. How the applicant will keep these families informed on the status of their request for assistance;
3. The eligible grant funded services to be provided, and the specific housing costs to be covered by the direct financial assistance;
4. How the grantee will provide case management reviews to document family eligibility and housing stability plan;
5. Describe any preferences, or priorities used to select eligible families to be assisted, and how those references or priorities shall be determined/documented;
6. The number of families to be assisted;
7. How often a family can apply and receive assistance, and the limit on the number of times a family will be assisted;
8. The maximum level of direct financial assistance to be provided to an eligible household under the grant award, as well as the estimated average cost per family served;
9. The content of each applicant's case file used to establish the family's eligibility for assistance;
10. In the case of the denial of assistance, describe the process by which the family can appeal the decision;
11. Describe how your organization will track the assisted household's housing status following assistance provided under the grant award; and
12. How the program will connect the family to other services and benefits they may need and be eligible to receive.

Challenge Subcontractor Evaluation / Ranking Form

Applicant Name: _____

Basic Needs Requested Funding Level: \$_____Area Of County_____

Outreach Requested Funding Level: \$_____Area Of County_____

Homelessness Prevention Requested Funding Level: \$_____Area Of County_____

Agencies must be members in good standing to compete.

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

<i>Scoring Criteria</i>	<i>Score 1-5</i>	<i>Comments</i>
Agency Capacity / Quality of Program Design	Up to 25	
1. Does the overall program/project comply with the overall objectives of the CHALLENGE Program?		
2. Performance and outcomes of current or past agency projects and grants.		
3. Capacity to deliver the proposed activities and prior experience performing the proposed activities/program.		
4. Quality of data submitted through HMIS and attendance to monthly HMIS meetings. New projects must commit to use HMIS and attend monthly HMIS meetings.		
5. Overall program includes coordination of services (non-duplication), meets community needs and utilizes the community assessment system (CAS)?		
Project Narrative	Up to 25	
1. Proposed activities and goals clearly defined		
2. Target population clearly defined		
3. The total number of persons in each core category and each region is clearly stated		



**MONROE COUNTY
HOMELESS SERVICES**
CONTINUUM-OF-CARE, INC.

4. Measurable outcomes identified and achievable within the grant period		
5. CoC Plan goal identified and clear link between activities and CoC objective.		
Budget	Up to 25	
1. Budget is complete and clearly defined		
2. Match is 100% and clearly defined		
3. Does the organization have qualified staff to oversee the financial operation?		
4. Did the agency spend previous funding in a timely manner within any grant's term?		
5. Did the agency meet the deliverables within their original proposed application terms in previous grants?		
Bonus for Middle and Upper Keys		
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 areas. 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.		
Total Score		

Additional Comments by Scorer if needed: _____
