



**MONROE COUNTY
HOMELESS SERVICES**

CONTINUUM-OF-CARE, INC.

Request for Proposals

**Homeless Prevention and Abatement Services
FL Fiscal Year 2019-2021
Emergency Solutions 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 ESG program is awarded to the State of Florida through the U.S. Department of Housing and Urban Development (HUD). The State of Florida is required to distribute the grant for projects operated by local government agencies or private non-profit organizations. ESG funds may be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (HMIS); as well as administrative activities. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR 576.101 through 24 CFR 576.107 which may be found at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=87ceaf38685ae629b00e5a974d851423&node=pt24.3.576&rgn=div5>

II. Eligible Proposals/Applicants and Delivery of Services

The COC is soliciting proposals to provide the services funded under the ESG 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 ESG 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 ESG 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 ESG 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 ESG 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 ESG Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Applicants should review the definitions included in Appendix 8.2

2.1.2 Program Need

The lead agency shall list the projects or activities to be funded and clearly identify a budget for those uses or activities. The total amount a recipient may spend on street outreach and emergency shelter activities, combined, cannot exceed 60% of the ESG fiscal year award in accordance with 24 CFR 576.100(b).

2.13 Services

The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

Street Outreach – eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS)

Emergency Shelter – eligible costs include essential services (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/or services for special populations – homeless youth, victim services, and people living with HIV/AIDS); renovations; and shelter operations

Homelessness Prevention – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Rapid Rehousing – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Homeless Management Information Systems (HMIS) – eligible costs include the costs of contributing data to the HMIS; costs of functioning as the HMIS lead agency; and participating in a comparable database if the agency is a victim services or legal services provider

2.1.4 ESG Outcome Evaluation and Performance Measures

The written evaluation for ESG funded activities shall address the following:

- Consistency with the CoC Plan
 - The lead agency shall evaluate the effectiveness of the grant to further the CoC Plan through activities funded under ESG.
- Planned versus Actual Services Provided
 - The evaluation shall compare the number of individuals who applied for services and the number of individuals that were eligible for services to the number of individuals who were actually served as part of the activities funded under this solicitation. Additionally, the lead agency must report on the activity objectives identified as part of the application. The lead agency shall provide explanation for any activity that failed to achieve the target service level.
- Performance Objectives
 - The lead agency shall report on the specific projects funded under this grant based on the measures listed below using the HUD-designated Consolidated Annual Performance & Evaluation Report (CAPER).
 - Performance evaluation will relate to specific projects funded under this grant as allowable and described in 24 CFR 576.101 through 24 CFR 576.107:
 - Street Outreach;
 - Emergency Shelter;
 - Homelessness Prevention;
 - Rapid Re-Housing Assistance; and
 - Homeless Management Information System

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 ESG 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 5% of the total award. DCF has offered to enter into a continued contract with the COC for ESG 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 SUBMISSISON 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.

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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 ESG 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
Emergency Shelter	
Street Outreach	
Homelessness Prevention	
Rapid Rehousing	

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.

ESG Subcontractor Evaluation / Ranking Form

Applicant Name: _____

Emergency Shelter Requested Funding Level: \$ _____ Area Of County _____

Outreach Requested Funding Level: \$ _____ Area Of County _____

Homelessness Prevention Requested Funding Level: \$ _____ Area Of County _____

Rapid Rehousing 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 ESG 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		



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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: _____
