

Central Florida Continuum of Care (CoC FL-507) - Orange, Osceola and Seminole Counties
DCF Unified Homelessness Grant
Request for Applications

Release Date: Monday, February 25, 2019
Completed Applications Due: Tuesday, March 12, 2019, 5:00 p.m. EST

Only applications for the following services are eligible for consideration under this Request for Applications:

- Rapid Rehousing assistance for homeless families with children who are approved and assigned through the Coordinated Entry System whose homelessness originated in or who are currently being served in Osceola County and/or Seminole County (particularly the City of Sanford);
- Secondary homelessness prevention assistance for families with children at-risk of homelessness approved and assigned through the Coordinated Entry System;
- Region-wide implementation and coordination of Bridge Housing assistance for individuals and families approved and assigned through the Coordinated Entry System; and
- Region-wide implementation and coordination of Homelessness Diversion assistance, including management of financial assistance to be administered in conjunction with the Coordinated Entry System, likely at CES-affiliate access points (HUBs).

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Attachments:

Attachment A	Application Form for DCF Unified Homelessness Grant Funding
Attachment B	Requirements Related to a “Housing First” Approach to Program Operations
Attachment C	Housing Navigation and Housing Stability Case Management Scope of Work
Attachment D	Key HMIS-Related Requirements

Section I: Definitions and Acronyms.

1. Acronyms.

The following acronyms are in use throughout this Request for Applications:

CES = Coordinated Entry System

CFR = Code of Federal Regulations

CoC = Continuum of Care

CoC FL-507 = Central Florida Continuum of Care

DCF = Florida Department of Children and Families

ESG Interim Rule = 24 CFR Part 576, as amended

HMIS = Homeless Management Information Systems

HSN = Homeless Services Network of Central Florida, Inc.

HUD = U.S. Department of Housing and Urban Development

RFA = Request for Applications

2. Definitions.

For purposes of this RFA:

- a. "DCF Unified Homelessness Grant Application" or "Unified Application" means the DCF Request for Applications for the Unified Homelessness Grant for Fiscal Years 2019-2020, 2020-21 and 2021-22, found at:
http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=144511.
- b. "Applicant" means an organization or unit or arm of government submitting an application in response to this RFA.
- c. "Bridge Housing" means safe and adequate temporary housing along with case management services provided to an individual or family during the housing search and placement process as a 'bridge' between vulnerable situations and permanent housing.
- d. "Central Florida" or "Region" means Orange, Osceola and Seminole Counties, together with their constituent municipalities.
- e. "Homelessness Response System" means the comprehensive, coordinated and seamless array of housing and services facilitated by CoC FL-507 with the goal of simultaneously preventing episodes of homelessness, reducing the duration of episodes of homelessness, and ensuring access to and retention in permanent housing as the resolution to homelessness.
- f. "Submission to DCF" means the application package submitted on behalf of CoC FL-507 to DCF in response to this RFA.
- g. "Applicable Requirements" means the relevant portions of the source documents governing this RFA, including but not limited to: the Unified Application, the ESG Interim Rule; Chapter 420, Florida Statutes; the McKinney-Vento Homeless Assistance Act, as amended by the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009, all of which are

incorporated into this RFA by reference. (A full explanation of the content of those source documents is beyond the scope of this RFA. Interested parties may direct questions about such issues to the Point of Contact identified in Section IX.1.)

Applicable Requirements also include the following CoC FL-507 documents, which are appended to this RFA as Attachments B, C and D, respectively:

- i. Requirements Related to a “Housing First” Approach to Program Operations;
- ii. Key HMIS-Related Requirements; and
- iii. Interim Housing Navigation and Housing Stability Case Management Scope of Work (RRH).

Other capitalized terms used in this RFA have the same meanings as in the Applicable Requirements.

In the event of any conflict between this RFA and any of the above-mentioned source documents, the latter is the authority.

Section II: Description of Funding Opportunity.

A. About the Continuum of Care.

The Continuum of Care promotes a region-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states, and units of local government to quickly re-house homeless individuals, families, persons fleeing domestic violence, and youth while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness. HSN is recognized by HUD and the State Office on Homelessness as the Lead Agency for the Central Florida Continuum of Care (CoC FL-507), which encompasses Orange, Osceola and Seminole Counties. Membership in CoC FL-507 is open to all individuals, organizations, businesses, and units or arms of local government who wish to work collaboratively toward that end.

B. About the DCF Unified Homelessness Grant.

The Florida Department of Children and Families (DCF) administers and awards homelessness assistance funding statewide for the Emergency Solutions Grant (ESG), the State Challenge Grant and the Temporary Assistance for Needy Families (TANF) [Homelessness Prevention] programs using a single competitive process based on a three (3)-year funding cycle. By state law, funds are awarded only to CoC Lead Agencies, which must request and compete for funding via the Unified Homelessness Grant application process. CoC FL-507, the CoC Lead Agency for the Central Florida Region, will apply for funding through the Unified Homelessness Grant through its Submission to DCF.

C. About CoC FL-507's Submission to DCF.

The process related to the selection of projects for inclusion in the Submission to DCF is only one part of a year-round, comprehensive effort by CoC FL-507 to mobilize, align and maximize resources in an effort to respond effectively to homelessness across the Central Florida region.

The competitive process described in this RFA is intended to be open as well. However, all interested parties should be aware of the narrow set of activities that are likely to be funded, based on the Applicable Requirements and CoC FL-507's adopted priorities. (The set of activities eligible under the programs from which funds are to be awarded under the DCF Unified Homelessness Grant include a small subset of the activities necessary for a robust and effective Homelessness Response System. Furthermore, in light of system resource limitations and strategic priorities, CoC FL-507 has prioritized the use of funding to be requested through the DCF Unified Application process.)

Section III: OMITTED.

Section IV: Eligibility Information.

A. Eligible Applicants.

1. An Applicant must be a corporation exempt from taxation under section 501(c)(3) of the Internal Revenue Code, a unit or arm of local government that can demonstrate its ability, if funded, to effectively perform the prioritized activities to assist people experiencing homelessness in Orange, Osceola and/or Seminole Counties throughout the DCF grant term, in accordance with the Applicable Requirements and CoC FL-507 priorities; and is not suspended, debarred, or otherwise precluded from bidding on or receiving federal, state, or local government grant awards.
2. CoC FL-507 encourages all interested Parties to review this RFA and to apply for funding to undertake eligible activities, as appropriate, and particularly those that are responsive to the priorities identified by DCF and CoC FL-507.

B. Eligible Program Participants.

1. Applicants may only use DCF Unified Homelessness Grant funding to be requested through this RFA to provide services to or, as applicable, coordinate/administer resources for the benefit of eligible Program Participants.
2. For purposes of this RFA, in keeping with established CoC FL-507 priorities, except as described in paragraph 3 below, potentially eligible Program Participants include only those individuals or families who meet either condition (i) or condition (iv) in the definition of "homeless" in the ESG Interim Rule. Informally, potentially eligible Program Participants include those individuals or families in Orange, Osceola or Seminole Counties who are either "literally homeless" or who are actively fleeing domestic violence, dating violence, sexual assault, stalking or human trafficking.
3. Paragraph 2 notwithstanding, only low-income families with children who are housed but at imminent risk of losing their housing and/or utility service are eligible to receive Homelessness Prevention assistance under this RFA.

4. In addition, potentially eligible individuals and families must also comply with other CoC-established policies and priorities.

C. Eligible Activities.

Activities eligible for funding through this RFA are included in the DCF Unified Application and the CoC FL-507 Plan. In summary, the primary eligible activities for which Applicants may request funding include:

1. Homelessness prevention assistance for families with children across the Region who are at imminent risk of homelessness;
2. Rapid rehousing assistance for Literally Homeless families with children in Osceola County and/or in Seminole County, particularly the City of Sanford;
3. Coordination and management of Bridge Housing assistance for homeless individuals and families awaiting placement in permanent housing for the Region-wide Homelessness Response System; and
4. Coordination and management of Homelessness Diversion assistance for the Region-wide Homelessness Response System.

A more complete description of the activities that may be funded through the DCF Unified Application process is provided in the Application Form described at Section V.A.

D. Match Requirement.

Applicants selected for inclusion in the Submission to DCF will be required to demonstrate a commitment of cash matching funds from eligible sources that are specifically dedicated to the performance of eligible activities to assist eligible program participants. In particular, in order to be eligible for an award of funds, with the exception of Applicants for Homelessness Prevention funds, an Applicant must commit to providing or providing for a matching contribution of 100 percent of any award amount, where the match must be in the form of cash to be used for the direct completion or furtherance of the eligible activities for which the award is made.

E. Activities Eligible to Be Funded vs. Activities Likely to Be Funded.

The set of Projects and activities that are eligible for DCF funding, as well as the smaller set of Projects and activities that are most likely to be competitive in this RFA process, are based on the priorities and directives set by Congress, HUD, Florida Legislature, DCF and CoC FL-507. Interested parties should therefore be aware that some activities, although technically eligible for funding through this RFA, are nevertheless by their nature highly unlikely to be selected for inclusion in the Submission to DCF.

Section V: Submission of Application Forms.

A. Application Form.

Interested parties seeking to respond to this RFA should complete and submit an application form which is appended to this RFA as Attachment A, Application Form for DCF Unified Application Funding (“Application Form”).

B. Interested Party Information Session.

As part of the Application process, HSN, in its capacity as the Lead Agency for CoC FL-507, has scheduled an informational teleconference/webinar for prospective Applicants as indicated in the Application Timeline of Key Events at Section VIII. below.

C. Instructions for Completing the Application Form.

1. Applicants must complete and submit an Application Form in order to be considered for inclusion as part of the Submission to DCF. Submitted Application Forms must provide all requested content, including responses to all scored and threshold items. Additional instructions are provided directly on the Application Form.
2. If selected for inclusion in the Submission to DCF, Applicants may be asked to provide documentation substantiating responses to selected Application Form items.
3. In the event of an identified need for corrections or modifications to the Application Form, a revised Application Form will be transmitted to the Interested Parties List described at Section X.B., and the revised version will supersede and replace the previous version.

D. Application Deadline.

All Application Forms must be submitted to HSN no later than the deadline of **5:00 p.m., EST, Monday, March 11, 2019**. For purposes of this RFA, “submitted” means that a completed Application Form is transmitted in full to HSN via e-mail at application@hsncfl.org or received at the address identified at Section IX.1. Application Forms submitted after the deadline cannot and will not be accepted or reviewed.

E. DCF Funding Requests and Award Amounts.

1. Maximum Expected Award Amounts.

Applicants may request and be considered for DCF funding for eligible activities under any applicable activity type. In keeping with the DCF Request for Applications, the maximum total amounts for which CoC FL-507 can expect to receive funding by activity type are as follows:

Proposed Activities	Expected Maximum Award to CoC FL-507
Homelessness Prevention Assistance for Families with Children	\$70,000
Rapid Rehousing Assistance for Families with Children	\$300,000
Bridge Housing Assistance for Homeless Individuals and Families	\$225,000
Financial Assistance for Homelessness Diversion	\$75,000
TOTAL	\$670,000

2. Selection of Projects.

Applicants requesting DCF funding will be selected for inclusion in the Submission to DCF based on the results of the competitive Application review and Project selection process described at Section VI. below.

Section VI: Review of Applications, Selection of Projects and Selection of Sub-recipients.

- A. The basis for the scoring of all submitted Applications is contained in the Application Form. The selection of Applicants for inclusion in the Submission to DCF will be based on the total off scores earned for each of the individually scored items on the Application Form, except that only Applicants with affirmative responses for all threshold items on the Application Form will be scored.
- B. Due to the generally small size of expected award amounts, it is anticipated that only one Applicant will be selected for inclusion in the Submission to DCF for each proposed activity type, unless otherwise approved by the CoC FL-507 Board, except that distinct Applicants may be selected to provide Rapid Rehousing assistance for each of Osceola County and Seminole County/City of Sanford, as well as for the provision of both Case Management and rental assistance within each target area.
- C. HSN, in its capacity as CoC FL-507 Lead Agency, will tabulate the scores for all individual items that are direct functions of the closed-ended responses provided by Applicants. Three (3) items call for narrative responses, however, and these will be scored by an independent Project Review and Selection Committee, except that the items will not be scored if immaterial to the outcome.
- D. Decisions regarding the selection of projects is delegated by the CoC Board to the Project Review and Selection Committee based on tabulated scores of individual items, although any appeals of the committee's decisions will be routed to and resolved by the CoC Board as described at Section VII below.

Section VII: Appeals of Application-Related Decisions.

Applicants notified that they have not been selected for inclusion in the Submission to DCF and that perceive that their non-selection is the result of reversible error may submit an appeal to be considered by the CoC Board. Appeals must be submitted in the same manner as the application and be received by Tuesday, 5:00 p.m. EST, March 19, 2019. In order to be eligible for consideration, an appeal must include a detailed explanation of the perceived error and any other information the applicant considers relevant. Each Applicant submitting an appeal will be notified of its final status upon disposition by the CoC Board.

Section VIII. Key Events and Resources for Prospective Applicants.

A. Timeline of Key Events

The following key events are anticipated in relation to the issuance of this RFA, the subsequent review of applications received in response to this RFA, and the selection of applicants for inclusion in the Submission to DCF. All dates listed in this timeline refer to 2019 unless otherwise specified, and all times are EST.

<u>Event or Due Date</u>	<u>Anticipated Date (& Time, if applicable)</u>
Release of RFA and Application (PDF)	Monday, February 25
Informational Teleconference/Webinar	Tuesday, March 5, 2:00 p.m.
Applicant Applications Due to HSN	Monday, March 11, 5:00 p.m.
Review Period	Tuesday, March 12 - Thursday, March 14 20
Community Ranking Committee Meeting (<i>if needed</i>)	Friday, March 15, TBD
Decision Notifications	Friday, March 15
Appeals of Funding Decisions Due	Tuesday, March 19, 5:00 p.m.
Review of Appeals (<i>if needed</i>)	Thursday, March 21, TBD
Appeal Notifications	Friday, March 22
Submission to DCF	on or before Tuesday, March 29
Announcement of Awards by DCF	Late Spring 2019
Expected Start Date for Funded Projects	July 1

B. Resources for Prospective Applicants.

As the Lead Agency and Collaborative Applicant facilitating the preparation of the CoC’s Submission to HUD, HSN will:

1. Host a webinar/teleconference for the purpose of explaining this RFA and the associated review process, as well as answering questions raised by prospective Applicants.
2. Respond to questions raised by prospective Applicants and others by posting and updating the list of such questions and associated responses. A list of such questions and responses will be posted on the HSN website at <https://www.centralfloridacoc.org>. The list will be updated on an ongoing basis through March 8, 2019.
3. As necessary, issue other correspondence as a result of information received from DCF, the CoC Board, or other source pertinent to this RFA.
4. Seek to accommodate and facilitate participation by prospective Applicant representatives with disabilities or Limited English Proficiency.
5. Seek to accommodate and facilitate participation by victim service provider organizations in a manner that holds them harmless in the competitive process.

Section IX: Communication.

A. Point of Contact.

All inquiries regarding this RFA and the associated application review process may be directed as follows:

CoC FL-507 Lead Agency: Homeless Services Network of Central Florida (HSN)
E-mail: application@hsncfl.org
Website: <https://www.centralfloridacoc.org>
U.S. Mail: Homeless Services Network of Central Florida
4065-D L.B. McLeod Rd.
Orlando, FL 32811

B. Interested Parties List.

Prospective Applicants and other interested parties are encouraged to sign up for the RFA Interested Parties List to receive periodic announcements and updates regarding this RFA and the associated application review process. Individuals may subscribe to the Interested Parties List by sending a request via email to application@hsncfl.org.

Section X: Post-Award Requirements.

A. Sub-recipients and Sub-recipient Agreements.

The majority of Projects selected for inclusion in the Submission to DCF that are approved for funding by DCF will, upon completion of additional post-award requirements, become Sub-recipients of DCF funding via an agreement with HSN. The Sub-recipient agreement will address the responsibilities of both HSN and the Sub-recipient, including but not limited to, service delivery, program reporting and administrative requirements.

B. Program and Funding Restrictions.

DCF Unified Homelessness Grant funds may only be used to perform eligible activities that serve eligible participants in compliance with all Applicable Requirements as well as other general requirements, including but not limited to, 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 24 CFR Part 100 (Discriminatory Conduct Under the Fair Housing Act). HSN will provide training and support for all sub-recipients to assist them with developing the capacity to meet such requirements.

C. Restrictions on Assignment.

Each Sub-recipient retains the responsibility to comply with the terms and conditions of its Sub-recipient agreement throughout the award period, in accordance with all applicable federal laws and regulations, except that DCF may from time to time approve proposed amendments to such agreement, if doing so would increase the likelihood that the Project will meet performance objectives and promote the goals of DCF and CoC FL-507. The Sub-recipient is also responsible for ensuring and, when necessary, demonstrating compliance on the part of any contractor providing

services under the agreement. However, Sub-recipients may not assign responsibility for performance of the activities funded under the agreement without prior approval.

Section XI. Additional Specifications.

A. Modifications to this RFA.

Although the content of this RFA is not expected to change substantially following its issuance, the time frame between release of the DCF Unified Application and the CoC FL-507 Submission to DCF in response to the RFA is compressed. Events necessitating modifications to this RFA may include, but are not limited to, clarifications or corrections to the RFA by DCF and program or policy clarifications made by CoC FL-507 in direct response to issues raised by the 2019 RFA. Prospective Applicants are encouraged to subscribe to the RFA Interested Parties List described in Section IX.2 in order to ensure prompt notification of all announcements related to this RFA, including any modifications thereto.

B. Adjustments to Submitted Applications and the RFA Process.

1. The CoC Board reserves the right to propose adjustments to the scope of services, funding amounts, collaborative arrangements, and other project characteristics submitted in an Application based on factors unrelated to the Application itself in order to best align the Submission to DCF with Applicable Requirements, DCF and CoC FL-507 priorities, and actual DCF award amounts. Inclusion of any such Application in the proposed modification will be communicated in writing to the Applicant as soon as possible, and prior to inclusion in the Submission to DCF.
2. The CoC Board reserves the right to authorize the correction of errors and/or the clarification of irregularities in the content of any application that would not affect the scoring of Applications or the selection of Projects.
3. The CoC Board reserves the right to make adjustments to the process and timeline described in this RFA that would not reduce or restrict the ability of an Applicant to participate without competitive disadvantage.

Issued February 25, 2019