

Northwest Florida Continuum of Care
Bay • Calhoun • Gulf • Holmes • Jackson • Washington

2019-2021 NWFL Continuum of Care (CoC) Funding Opportunity

Doorways of NWFL, the NWFL CoC Lead Agency (FL-515) will be applying for the Department of Children and Families Unified Homeless Grant. As lead agency, Doorways (the Provider) is soliciting applications for grant funds from organizations with programs, services and/or housing provision that support the implementation of the NWFL CoC plan. Awarded applicants (Sub-providers) will receive funding on or about July 1, 2019 with a renewal on June 30 of each Fiscal Year through June 30, 2021. All applications must be sent electronically to nwflgovernance@gmail.com no later than 5:00 pm Wednesday, March 13, 2019.

CoC Criteria to award funding:

- Participation in the CoC's Coordinated Entry System (CES). If you are not currently participating in the CES, you must agree to participate in the CES prior to the start of the grant period on July 1, 2019. Participation includes serving clients referred by the CoC Lead Agency through the CES and participation in HMIS. If you are not currently using HMIS, you must agree to use the system prior to the start of the grant period on July 1, 2019. There is a nominal fee for HMIS licensing.
- Submissions will only be considered if the agency is in good standing with the CoC (one or more representatives from an organization must attend 50% of the monthly CoC meetings).

Only complete, and final applications submitted via email by the deadline that meet the following criteria will be considered:

Must be an eligible 501(c)3 tax exempt organization.

Must provide the following information:

- IRS 501(c)3 designation letter.
- Current board roster.
- Copies of organizational chart, personnel, programmatic, and accounting procedures.
- Completed profile sheet (Attached).

Applications must include the following sections: Applicant policies and procedures

Narrative:

- **Introduction & Experience:** Describe the organization's experience/performance serving homeless and near homeless persons and/or families. Explain successful transition to permanent housing in accordance with Housing First Principles and/or prior experience in homeless prevention; Include specific experience with the NWFL CoC and/or other Federal or State funded Rapid Rehousing, Emergency Shelter, Street Outreach or Homeless Prevention projects. **Prior experience with CoC, State or Federal funding is not required to apply for this funding.**
- **Project(s) Description:** You may apply for one or more of the grants listed in the grants section below. For each grant in which you are applying for, describe the organization's plan for disbursement of grant funding should it be awarded. List the number of clients to be served by the

project from July 1, 2019 – June 30, 2020 including a break down of clients to be served each month. Describe the supportive services that will be offered, the process for coordination of mainstream benefits, and the method used for tracking and measuring project performance.

- **Financial Budget and Description:** Include a **detailed budget and budget narrative** for the proposed expenditures including descriptions for each project. For ESG and Challenge grants only, you may add the cost of your HMIS license fees and or some data entry time. Provide evidence of 100% match (in-kind or cash). Some examples of in-kind match include donations, volunteer hours, services provided that are not billed to the grant, etc.

Available Grants:

1) Emergency Solutions Grant 24 CFR 576: There is a total of up to \$300,000 per year available for this grant in the following categories which include Rapid Rehousing, Street Outreach, Emergency Shelter, Homeless Prevention, and Homeless Management Information System (HMIS) with the following financial allocation. Depending upon the number of applicants awarded and project type, allocations may change.

(ESG) Rapid Rehousing (RRH): The maximum amount of funding for this project will be \$100,000. The following Eligible Project Activities and Costs. §576.104.

Rental Assistance	Housing Relocation & Stabilization	
Eligible Costs: -Short term rental assistance (up to 3 months) -Medium term rental assistance (3-24 months) -Rental arrears (one-time payment for up to 6 months of arrears, including late fees only if client meets the HUD homeless definition and the unpaid charges will prevent relocation to stable housing.	<u>Financial Assistance</u> Eligible Costs: -Rental Application Fees -Security Deposits -Last Month’s Rent -Utility Deposits -Utility Payments -Moving Costs	<u>Services Costs</u> Eligible Costs: -Housing Search & Placement -Housing Stability Case Management -Mediation -Legal Services -Credit Repair

Eligible Clients HUD Homeless Definition

https://www.hudexchange.info/resources/documents/HomelessDefEligibility%20_SHP_SPC_ESG.pdf

(ESG) Prevention: The maximum amount of funding available for this project will be \$100,000. The following Eligible Project Activities and Costs §576.103.

Homeless prevention for individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph two, three, or four of the “homeless” definition and have an annual income at or below 30 percent of median family income for the area, as determined by HUD. The assistance provided must be necessary to help regain stability in current permanent housing or moving into other permanent housing to achieve stability. Assistance can include short and medium-term rental assistance, rental application fees, security deposits, utility deposits and payments, moving costs, housing search and placement, case management and legal services. Written standards and procedures established under §576.400 (<https://www.law.cornell.edu/cfr/text/24/576.400>).

(ESG)Emergency Shelter: The maximum amount of funding available for this project will be \$50,000. The following Eligible Project Activities and Costs §576.102.

Essential Services	Shelter Operations
<ul style="list-style-type: none"> -Case Management -Child Care -Education Services -Employment Assistance & Job Training -Legal Services -Life Skills Training -Outpatient Health Services/Mental Health/Substance Abuse Treatment Services -Transportation -Services for special populations 	<ul style="list-style-type: none"> -Maintenance -Rent -Security -Fuel -Equipment -Insurance -Utilities -Food -Furnishings -Supplies necessary for shelter operation -Hotel/Motel vouchers only when no adequate shelter is available

(ESG)Street Outreach: The maximum amount of funding available for this project will be \$50,000. The following Eligible Project Activities and Costs §576.101.

<p>Engagement (Costs of activities to locate, identify, and build relationships with unsheltered homeless and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream services and housing programs).</p> <p>Eligible Costs:</p> <ul style="list-style-type: none"> -Initial assessment of needs; crisis counseling; urgent physical needs such as meals, blankets, clothes or toiletries; referrals to mainstream services or housing programs such as emergency shelter, transitional housing, community based services, RRH, etc.; cell phone costs of outreach workers during performance of these activities. <p>Case Management (Costs of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services).</p> <p>Eligible Costs:</p> <ul style="list-style-type: none"> -Using the Coordinated Entry System; conducting initial evaluation including verifying and documenting eligibility; counseling; developing, securing, and coordinating services; obtaining federal, state, and local benefits; monitoring and evaluating participant progress; Provider referrals; developing individualized housing and service plan, including plan to permanent housing stability. <p>Transportation (Costs associated with travel by outreach workers, provided that this travel takes place during the provision of services eligible under street outreach).</p> <p>Eligible Costs:</p> <ul style="list-style-type: none"> -Transporting unsheltered people to emergency shelters or other service facilities, including travel on public transportation. -Mileage allowance if outreach workers use their own vehicles to visit program participants. -Travel costs to accompany or assist program participants to use public transportation.

(ESG) Homeless Management Information System (HMIS):

These activities are designed to fund ESG grant recipients' and sub recipients' participation in the HMIS collection and analysis of data on individuals and families who are homeless or at-risk of homelessness. If the agency is a Victim Services Provider, this funding can be used to participate in a comparable database. §576.107

1) Challenge Grant: *There is up to \$300,000 available for Eligible Project Activities and Costs*

Challenge Grant: Eligible Project Activities and Costs that support the CoC plan for 2018-2020.

- Housing, program, and service needs including rental and/or utility deposits and payments
- Case Management
- Shelter Aide (Shelter staff at Transitional Housing or Emergency Shelter projects)
- Coordinated Entry/HMIS

Challenge Eligible Clients: Homeless Persons – As defined in § 420.621(5), F.S.

3) TANF Homeless Prevention: *There is up to \$70,000 available for the following eligible Activities and Costs.*

- Past due rent, mortgage, and/or utilities to eligible families with minor children with an income less than 200% of the federal poverty level experiencing a financial or other crisis in order to help them remain stably housed.
- Case management services, including the determination of eligibility, to assist families through care coordination as outlined in the family case plan

TANF Eligible Clients: Applicable definitions related to eligible clients can be found at:
<http://m.flsenate.gov/Statutes/414.161>

Sub-recipient Payment Method:

All grants listed are cost reimbursement grants. Approved Sub-providers must expend the funds on only allowable costs as described above. Sub-provider submits invoices to the Provider for approval and submission no later than five days following the month of service. For example: services provided in January should be invoiced to the Provider no later than February 5th. The Provider will then submit a consolidated invoice to The Department of Children and Families no later than fifteen days after the month of service. Once the consolidated invoice is paid, the Provider will reimburse the Sub-provider for said costs, no later than three business days following receipt of funds by the Provider.

Please note that the amount of the grant may vary from year to year based upon funding levels determined by the State of Florida.

All applications must include a designated contact person along with a phone number and email address for each person. An alternate person must also be listed with the same information. Either person must be available to answer Review and Scoring Committee questions related to the application from Thursday, March 14, 2019 – Monday, March 18, 2019.

Each application will be reviewed by the Review and Scoring Committee to determine if the project meets all local Continuum of Care goals and adheres to the RFA instructions. The committee will meet to determine which projects will be funded by The NWFL CoC and all project applicants, whether selected or not, will be notified of the Committee's decision via email no later than Friday, March 15, 2019. The Review and Scoring Committee members are as follows: Hollee Hansen, Vicki Abrams, Michael Vosbrink, Michael Johnson, Teri Henry, Catherine Wynn and Angela Klopff.

RFA Timeline:

RFA sent and posted to Doorways website Thursday, February 14, 2019

Applications due to nwflgovernance@gmail.com by Wednesday, March, 13 2019 5:00 pm

Review and Scoring Committee meets Thursday, March 14, 2019. Time and location TBD.

Review and Scoring Committee results posted to doorwaysnwfl.org and agencies are contacted via email with scoring results by Friday, March 15, 2019

Appeal window: Friday, March 15, 2019 – Friday, March 22, 2019

Subrecipient (Agency) Profile

For each proposed activity, the subrecipient must provide Subrecipient (Agency) Profile answering the following agencies.

1. Subrecipient Information

Agency/Organization Name: _____

Mailing Address: _____

City: _____ County: _____

Zip Code: _____ Phone: _____

2. Primary Contact

Name: _____

Work Phone: _____ Cell Phone: _____

Email: _____

3. Proposed Activity & Project Summary (to be completed separately for each activity applied for)

Proposed Activity/Project Title: _____

Brief Summary (1-2 sentences):

Populations to be Served:

Location to be

Served: _____

Locations (Cities/Counties) Not Served: _____

Funding Amount Requested & Funding Stream: _____

2019 NWFL Continuum of Care (CoC) FL-515 RFA Scoring

Applicant Capacity (25 points) – Applicants must clearly:

- 1) Explain experience with homeless or near homeless individuals or families (10 points)
- 2) Explain management structure and describe staff position (s) that will support the grant (5 points)
- 3) Include applicant's policies and procedures (5 points)
- 4) Explain participation in the CoC and the CES (3 points)
- 5) Describe experience with CoC, State or Federal grants (if any) (2 points)

Project Description (40 points) - Applications must clearly:

- 1) Adhere to the RFA instructions (5 points)
- 2) Explain project design (10 points)
- 3) State projected number of clients to be served (3 points)
- 4) Explain process for connection to mainstream benefits (3 points)
- 5) Explain adherence to Housing First principles (4 points)
- 6) Describe how the project will achieve housing stability (5 points)
- 7) Offer services to all of the CoC counties (5 points)
- 8) Adhere to the CoC Plan and priority areas (5 points)

Financial: (35 points) – Applicants must:

- 1) Submit a detailed budget within the parameters of the RFA (15 points)
- 2) Submit a detailed budget narrative explaining how the requested funding will be utilized (15 points)
- 3) Submit a letter evidencing 100% match and the source of such match (5 points)