**REQUEST FOR PROPOSALS (RFP) #073024**

**Challenge and Emergency Solutions Grant Opportunities For**

**CoC FL-515**

**Bay, Jackson, Calhoun, Gulf, Holmes, and Washington Counties**

**RFP Release Date: Thursday, August 8, 2024**

**RFP Closing Date: Monday, August 19, 2024**

The RFP is located on the Doorways of NWFL Website doorwaysnwfl.org

**Late submissions will not be accepted.**

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Doorways of NWFL is an Equal Opportunity Employer Program.

Auxiliary aids and services are available upon request for individuals with disabilities.

# Section I: General Information

### Request for Proposals (RFP) Overview

This Request for Proposals is announcing the opportunity for interested and qualified applicants to apply for Challenge Grant and Emergency Solutions Grant (ESG) funds disseminated by State of Florida Office of Homelessness. These grants must be used to develop programs that support the CoC Plan for Continuum of Care (CoC) FL-515 which covers Bay, Jackson, Calhoun, Gulf, Holmes, and Washington Counties in Florida. These programs will support administrative costs and provide direct client services to individuals and families who are at imminent risk of homelessness or experiencing literal homelessness.

Prospective candidates are invited to present their proposal(s) as per the guidelines mentioned in this RFP.

Awards will be granted based on a competitive process. The quality of the program design, its expected outcomes, the cost per participant, the ability to meet grant requirements, the involvement of collaborative partners, and an understanding of the target population will all be considered. The RFP instructions will provide specific criteria to evaluate all the submitted proposals.

Awarded contracts from this RFP are for a ten-month (10) period, September 1, 2024 – June 30, 2025. There is no option to extend the contract. Contracts will be performance-based with funding linked to defined performance outcomes, including CoC APR and ESG CAPER measures for the project, contractors’ satisfactory performance, achieving benchmarks and contract goals, and other items as applicable.

The applicants to this RFP must provide a proposal per the terms and conditions set forth herein, to provide all or part of services under the Challenge and/or ESG program as described in the Scope of Work.

### Eligible Applicants

Organizations submitting proposals must have the ability to receive, disburse, and account for funds per generally accepted accounting practices (as deemed acceptable by the State Office on Homelessness and U.S. Department of Housing and Urban Development); are licensed or otherwise authorized to do business in the State of Florida; demonstrate the ability to provide program services as specified in the RFP; are not debarred or suspended for participation in state or federal contracts, fidelity bonded; and demonstrate the ability to comply with Challenge and/or ESG regulations.

Organizations eligible to submit proposals for this RFP are limited to **private not-for-profit organizations (including faith and community-based organizations)** operating and providing services in Bay, Jackson, Calhoun, Gulf, Holmes, and Washington Counties.

Any non-profit entity MUST have been incorporated for at least **one** year (as evidenced by a letter from the appropriate governing body certifying incorporation) AND be designated as a 501 c-3 tax-exempt organization by the Internal Revenue Service.

Eligible non-profit organizations must have an active Board of Directors, updated bylaws, regularly scheduled meetings, meeting minutes, and financial oversight.

Non-profit organizations seeking funding through this RFP are required to register with the System for Awards Management (SAM). To obtain SAM registration, please visit [www.sam.gov](http://www.sam.gov/) and ensure that your registration is publicly searchable. If SAM registration cannot be completed before the RFP Submission Deadline, evidence of the registration process initiation must be provided with your application. Note that successful completion of SAM registration is mandatory for organizations receiving funding.

Further, your organization must be registered with the Division of Corporations (sunbiz.org) and the Florida Department of Agriculture & Consumer Services: Solicitation of Contributions (fdacs.gov).

Prospective grant applicants must demonstrate their fiscal capacity to manage contracts, allocate funds with precision, and track expenses by fund. In addition, they should possess liquid cash funds to sustain at least two months of project operations and expenses, as the reimbursement process is dependent on Doorways receiving payments from the State.

To qualify for a grant, your organization must have financial policies and procedures, including a board-approved annual budget and oversight, an annual single audit as required by law, and cash reserves for grants that reimburse expenses or require matching funds.

The organization's executive director or board president must submit a match letter for the grant applied for within the grant application. Additionally, after the award, a quarterly match roll-up report must be submitted as evidence of fulfilling match requirements.

Please note that proof of the organization’s eligibility requirements must be submitted upon notification of the award grant and prior to the completion of a subcontract agreement.

# Section II: Background Information

### Authority

The Office on Homelessness was created within the Department of Children and Families as the central point of contact within the state government to address homelessness, under Section 420.622 Florida Statutes. In 2019, the Office on Homelessness consolidated all homelessness-related services funded by legislative appropriation and competitive procurement into the Unified Homelessness Contract, including the Challenge Grant, Emergency Solutions Grant (ESG) Program, and other provisions.

Funds for the Challenge and ESG Programs are allocated to Continuum of Care and are pass-through Lead Agencies in the State of Florida based on a formula. The applicability of service tasks under the Challenge Grant must comply with the CoC Plan and all applicable rules, regulations, and policies related to the Challenge program, as defined in Section 420.622(4), Florida Statutes. The applicability of services tasks under the ESG program must comply with the HUD CoC and ESG Written Standards and all applicable rules, regulations, and policies related to the ESG program, as defined in 24 CFR Part 576.

### Available Funds

The total award amount available through this RFP is **$383,382.97** to support the eligible activities as described in Parts I and II. These grant funds are for activities performed from September 1, 2024, through June 30, 2025. Organizations awarded under this RFP must submit one application for their organization. The application allows each organization to submit a proposal for each grant/ program funding source.

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| **Component** | **Available Budget** | **Eligible Activities** |
| **Housing Need** | $220,773.53 | Primary activities include permanent supportive housing, rapid rehousing, homeless prevention, homeless hotel/motel vouchers, transitional/bridge housing, minor home repair, and case/care management. |
| **Program Need** | $36,946.27 | Primary activities include emergency shelter program costs, HMIS, and case/care management |
| **Service Need** | $28,909.86 | Primary activities include IDs, birth certificates, local bus passes, case management services (linking clients with mainstream resources, healthcare, employment services etc.), street outreach (including case management and basic provisions), life skills classes, and relocation assistance to access support from family/friends. |
| **Subrecipient Admin** | $5,732.59 | Primary activities include general management, oversight, and coordination: salaries, wages, and related costs of subrecipient staff whose primary responsibilities involve Challenge program administration assignments (e.g., preparing budgets,  schedules, overseeing staff, preparing Challenge program invoice/reports, and coordinating the resolution of monitoring findings.) |

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| **Component** | **Available Budget** | **Eligible Activities** |
| **Street Outreach** | $38,750.00 | Street Outreach funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent, nonfacility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. (See 24 CFR Part 576.101.) |
| **Rapid Re- housing** | $42,537.95 | Rapid rehousing funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. (See 24 CFR Part 576.104 – 576.106.) |
| **Homeless Prevention** | $8,831.57 | Homeless Prevention funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from entering losing their primary residence. (See 24 CFR Part 576.103, 576.105-576.106.) |
| **Subrecipient Administrative** | $901.20 | Administrative funds may be used for the payment of administrative costs related to the planning and execution of ESG activities. This does not include staff and overhead costs directly related to carrying out activities eligible under [§ 576.101](https://www.ecfr.gov/current/title-24/section-576.101) through [§ 576.107](https://www.ecfr.gov/current/title-24/section-576.107), because those costs are eligible as part of those activities. (See 24 CFR Part 576.108.) |

### Scope of Work

Challenge Grant Funding

Challenge funds are used locally to assist homeless individuals or households at risk of becoming homeless. The funds may be used to assist those clients defined as homeless and at imminent risk of homelessness by the 2023 Florida Statutes (24 CFR 578.3 “Homeless”). The grant intends to help implement the local homeless assistance plan and help the community reach the goals and objectives outlined in the CoC plan. Challenge Grant allowable activities include housing, program, and service projects.

Emergency Solutions Grant Funding

ESG funds provide funding to (1) engage homeless individuals and families living on the streets through outreach contacts; (2) prevent individuals and families from becoming homeless, and (3) rapidly re-house literally homeless individuals and families. These funds may be used to assist program participants defined as homeless under the HEARTH Act of 2009 (24 CFR 578.3(1)(i-iii). Subrecipients awarded ESG funds in the CoC catchment area must adhere to the written standards established by the Continuum of Care for coordinated services in Bay, Jackson, Calhoun, Gulf, Holmes and Washington Counties.

### Catchment Area, Location, and Times

For this RFP, services will occur within the following Counties: Bay, Jackson, Calhoun, Gulf, Holmes and Washington Counties. Awarded subrecipients must deliver services in a manner that is consistent with applicable program requirements.

* 1. Services for Street Outreach must be provided Monday through Friday from 8:00 am to 5:00 pm, and or those hours deemed necessary by the subrecipient to meet the needs of clients seeking services.
  2. Services for Emergency Shelters must be provided 24 hours a day, seven (7) days per week, including holidays.
  3. Services for homeless prevention and rapid re-housing assistance programs must be provided during normal business hours, Monday through Friday from 8:00 am to 5:00 pm, and/or those hours deemed necessary by the subrecipient to meet the needs of clients seeking services.
  4. Any change in location and/or service time does not require an amendment to an MOU but will require a written request from the subrecipient before the time change.

### Performance Expectations: Deliverables

Challenge Grant

A unit of service is one (1) month of providing housing, service, and/or program needs in a manner consistent with the CoC Plan to eligible individuals..

Each month, the subrecipient must provide eligible housing, program, and/or services to program participants residing in the specified geographic area.

The total monthly and annual deliverables for each participant will be dependent on the number of grant awards in each grant component.

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| **Challenge Grant Activities**  **(FY 24-25)** | **Total Individuals (monthly)** | **Total Individuals**  **(annual)** |
| **Housing Need** | Up to 8 | Up to 72 |
| **Program Need** | Up to 12 | Up to 120 |
| **Service Need** | Up to 12 | Up to 120 |

Emergency Solutions Grant

A unit of service is one (1) month of street outreach to unsheltered individuals outside the walls of an agency, and/or rapid re-housing and homeless prevention assistance to eligible individuals.

The total monthly and annual deliverables for each participant will be dependent on the number of grant awards in each grant component.

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| **Emergency Solutions Grant**  **Activities (FY 24-25)** | **Total Individuals**  **(monthly)** | **Total Individuals**  **(annual)** |
| **Street Outreach** | Up to 11 | Up to 108 |
| **Homeless Prevention** | TBD | TBD |
| **Rapid Rehousing** | Up to 3 | Up to 36 |

It is the goal of the CoC to award these funds to subrecipients that will deliver services to eligible program participants for a specified program for ten (10) calendar months. The Subrecipients will be responsible for demonstrating satisfactory performance of the service deliverables. Subrecipients that cannot demonstrate satisfactory performance towards the service deliverables may incur a financial penalty of 10%, and/or may result in termination of the subcontract agreement.

## LOCAL PRIORITIES

In keeping with Doorways’ primary purpose of preventing and ending homelessness, applicants that propose activities that assist individuals and families experiencing homelessness to move into permanent housing and provide ongoing supportive services to increase the likelihood that these individuals and families will be able to retain permanent housing once housed will be given priority consideration.

In addition, priority will be given to programs who serve the rural counties (Jackson, Calhoun, Gulf, Holmes, and Washington Counties), particularly programs who serve individuals in person within the rural counties.

Additionally, prioritization will be given to projects that provide client-focused, trauma- informed, and culturally competent services to historically underserved or marginalized groups.

CoCs are charged with providing services that are results-oriented. Therefore, projects must meet the performance criteria defined by the State Unified Homelessness Contract and CoC performance goals.

Additionally, the following subpopulations are considered a priority within the CoC: Domestic violence, stalking and/or trafficking victims, disabled individuals, families with children, expectant females, youth aged 18-24, chronically homeless, and veterans.

## BEST PRACTICES AND SERVICES APPROACH

Low Barrier Approach

The purpose of a low barrier approach to access services is to have as few rules and conditions as possible in order to meet clients in their current situation. Rather than using rules to screen them out of services, assessment and case management are used to determine appropriate services for the client’s individual situation. An example would be not to eliminate an individual from a low barrier shelter by requiring he/she to abstain from substance use.

Housing First

The Housing First model believes that stable housing is the first step in creating stability rather than being the reward for improvement. Homeless clients should be moved into permanent housing as soon as possible and provided with wrap around services to make the transition successful. As stated above, barriers should be kept at a minimum.

Trauma-Informed Care

Trauma Informed Care (TIC) recognizes that the majority of clients needing services are more likely than not to have experienced some sort of trauma in their lives. Providers need to be knowledgeable regarding the symptoms and underlying causes of trauma and be prepared to address underling issues in the client with appropriate services.

Fair Housing and Equal Access

The housing policies of FL515 CoC are governed by, but not necessarily limited to, The Fair Housing Act, the Equal Access Rule, and the Americans with Disabilities Act Title II and Title III. Fairing Housing guarantees that individuals will not be discriminated against by race, color, national origin, religion, sex, family status, or disability. The Equal Access Rule states that persons’ access will not be determined based on perceived or actual sexual orientation, gender identity, or family status. Persons with disabilities may not be discriminated against due to their disabilities. Federal regulations also dictate that individuals may not be discriminated against “on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice”. These policies apply to services, programs, and activities of the FL515 Continuum of Care.

Prohibition Against Involuntary Family Separation

The age of a child under age 18 must not be used as a basis for denying any family’s admission to an emergency shelter that will or is currently using ESG funding or services and provides shelter to families with children under age 18.

Thus, project applicants must describe a plan to address gaps in service delivery to families with children, regardless of protected characteristics.

## MANDATORY REQUIREMENTS

* 1. **Continuum of Care Participation**

The Continuum of Care (CoC) is a group of service providers and stakeholders working together to prevent and end homelessness in Bay, Jackson, Calhoun, Gulf, Holmes and Washington Counties, Florida. Subrecipients must join the CoC Membership and actively participate in CoC meetings, committees, and/or workgroups, as well as participate in the annual Point-in-Time and Housing Inventory Count**.**

* 1. **Coordinated Entry System (CES) Participation**

The Coordinated Entry System (CES) is a community-wide system through which people experiencing homelessness or who are at-risk can access the crisis response system in a streamlined way. Individuals and families needing housing interventions enter the CES by undergoing a standardized assessment that measures their needs and strengths and adding them to the community-wide By-Name List for housing. Participating providers then use the list to identify potential participants for their housing and housing-related services.

Grantees will be required to accept referrals from the CES into its emergency intervention services, assess, and enter participants into the CES, and fill openings in the Rapid Rehousing/Prevention assistance programs through the CES case staffing process.

Doorways also requires that any funded provider through these funds serve as an access point for the CES, by assessing those who need to be entered and referred through CES. Grantees will be expected to participate further in developing the system and to incorporate CES into its service delivery system to the greatest possible extent.

* 1. **Homeless Management Information System (HMIS) Participation**

The Homeless Management Information System (HMIS) is a local information technology system, required by both HUD and the State of Florida, which is used to collect client-level data and data on providing housing and other services to homeless individuals and families and persons at risk of homelessness on a community-wide basis. CoC FL-515 participates in the PromisSE HMIS implementation with the software vendor, ServicePoint. Project applicants awarded under this RFP must enroll program participants, track service delivery, and develop progressive case plans in this local, community-wide data system, per HMIS Technical and Data Standards and CoC Data Quality Monitoring Plan.

Applicants must comply with all relevant laws regarding the protection of personal information of the individuals they serve. Applicants must actively participate in the local HMIS or begin participation post-award, according to HMIS Data Standards and the applicable rules of the state or federal funder.

Applicants who receive an award will need to assign key staff members to complete required HMIS training in order to enter data into HMIS for their project.

It is the applicant's responsibility to notify Doorways in their response to this RFP of any restrictions that prevent them from entering client data into the local HMIS.

Per federal regulations, the only exceptions to utilizing HMIS are for victim services providers and legal services providers. Applicants in these two categories must commit to utilizing a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Applicants would then be required to provide the aggregate reports as requested by the CoC for reporting to the State and HUD.

* 1. **Personnel Requirements**

All staff members who are paid by the grant or complete grant activities must pass a DCF Level 2 Background Screening before the hire date, performing any work related to the grant, and/or gaining access to the live HMIS. In addition, all new hires must complete E-Verify within three days of the start date with an awarded subrecipient.

All staff members who are paid by the grant or complete grant activities must attend and complete annual training to include, but are not limited to, HMIS Privacy and Security Training, HMIS Basics Training, Case Management, DCF Trainings, etc.

## INVOICING & REPORTING

ESG and Challenge subrecipient grants are cost-reimbursement; thus, the subrecipient will be reimbursed based on the actual amount of expenditures for the month. Subrecipients are expected to submit monthly invoices, status reports, roll-up reports, and expenditure-supporting documentation and receipts no later than the 5th of the month following service delivery.

All subrecipients should spend one-tenth of the grant budget each month in order to prevent an overage or shortage at the end of the grant cycle. Failure to expend funding according to the monthly budget could result in a reallocation of funding.

Subrecipients are also expected to monitor the quality of their data through Annual Performance Reports and CAPER reports to ensure accurate monthly reporting.

All services subcontracted in this RFP will require three performance monitoring periods. This will include client record review, customer satisfaction surveys, employee reviews, policies and procedures review, and HMIS performance review.

## SUBMISSION INFORMATION

Your organization must write a grant application and narrative that identifies the following:

* The proposed grant opportunity and eligible activities
* The program design, target population, and number of individuals to be served.
* The proposed budget, including itemization of staffing, benefits, program costs, etc.
* A plan and strategies to adopt and enhance the CoC local priorities.

This RFP lacks all the necessary information to perform the grant. Additional details concerning grant implementation will be provided through a comprehensive technical assistance training with CoC Lead Staff after award notification.

* 1. **Required Forms**

The online Application can be accessed at the Doorways of NWFL website (<https://doorwaysnwfl.org>). [Use of](http://bigbendcoc.org/dcf-funding-opps/) [the](http://bigbendcoc.org/dcf-funding-opps/) provided Application (divided into three sections), Budget Templates, and Match Letter Template is mandatory.

The grant application is separated into three separate documents: Section 1: General, Section 2: ESG, and Section 3: Challenge. All applicants are required to complete Section 1 of the grant. Applicants who are requesting ESG funding must complete Section 2 of the application. Applicants who are requesting Challenge funding must complete Section 3 of the application. All applicants are encouraged to submit all three sections regardless of the funding requested; however, applicants who are applying for both grants are *required* to complete all three sections.

There is also a requirement to submit a Budget Narrative (within the Budget Template) explaining the plan for staffing costs (including the number of individual positions that will be supported by the grant), operations costs, a list of estimated costs for equipment to be purchased with grant funds, and detail regarding the cost of providing direct financial assistance to the target population, where applicable. Please note that there are separate budgets for the two grants.

* 1. **Submission Dates and Times**

Each entity desiring to submit a proposal is required to submit a grant application via email at [rfp@doorwaysnwfl.org](mailto:rfp@doorwaysnwfl.org) no later than August 19, 2024.

* 1. **Notifications**

Applicants will be generally notified regarding the results of funding decisions within 14 days of the application submission deadline. Delays in responding to requests for clarification or additional information on the part of an applicant may delay such decisions. Please review the section for “Curable Deficiencies” to understand the potential clarification or additional information that may be requested.

* 1. **Technical Considerations**

1. Applicants with disabilities in need of reasonable accommodations to access and/or submit the Application Form may send a Reasonable Accommodation Request to [rfp@doorwaysnwfl.org](mailto:rfp@doorwaysnwfl.org) .
2. Deadline extensions may be granted to Applicants who experience unforeseeable difficulties during their submission process, including those caused by severe weather conditions, natural disasters or other acts of God. In the event of unforeseeable difficulties during the submission process, Applicants must notify Doorways by email at [rfp@doorwaysnwfl.org](mailto:rfp@doorwaysnwfl.org) within 12 hours of the resolution of the difficulty and be prepared to submit evidence of the occurrence and duration of the unforeseeable difficulty. Decisions regarding granting deadline extension due to unforeseeable difficulties will be made by the CoC Ranking and Review Committee and will be final.

## REVIEW AND SELECTION PROCESS

All applications that are submitted within the submission period will be reviewed by the CoC Performance Review and Ranking Committee. Project applications submitted by organizations must meet all requirements, regulations, eligible activities, priorities, and application instructions of this RFP. The CoC Project Review and Selection Committee will evaluate project applications per the Evaluation Matrix. Funding is dependent on the number of high-scoring proposals and may result in an award either higher or lower than the initial proposal.

## TERMS AND CONDITIONS

Applicants shall submit all questions concerning the scope of services, eligibility and/or

programmatic requirement of the DCF Funding in writing by email only and directed to [rfp@doorwaysnwfl.org](mailto:rfp@doorwaysnwfl.org) . Such questions concerning the RFP process shall be submitted no later than 72 hours before the last day of application acceptance.

Applicants who fail to do so will waive all further rights to protest, based on these specifications and conditions. To ensure a fair and open process, all questions submitted will be posted weekly without attribution to the party that has submitted the question, along with Doorways’ written response, on the RFP Competition Page. Doorways will make a good faith effort to redact any information contained in the question that could reasonably be expected to be used to identify the party that has submitted the question, provided the redaction is not material to communicating the meaning or scope of the question. Doorways makes no guarantees that the party submitting the question will not or cannot be identified by another party.

### Change Notices.

Doorways may modify the RFP, prior to the Submission Deadline, by issuing an Addenda to the RFP, which will be posted at the RFP Competition Page. The Applicant shall be responsible for ensuring that its application reflects all Addenda issued by Doorways before the Submission Deadline regardless of when the application is submitted. Therefore, Doorways recommends that the Applicant consult the website daily, including shortly before the Submission Deadline, to determine if the Applicant has downloaded all RFP Addenda.

### Financial Responsibility

Doorways accepts no financial responsibility for any costs incurred by an entity in responding to this RFP. Submissions of the RFP will become the property of Doorways and may be used by Doorways in any way deemed appropriate.

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Match Instruction Template

Match is the amount above and beyond what the CoC, Challenge, or ESG grant reimburses.

MATCH amounts can be put in the same letter and may be one or both of the following:

1. **Cash =** funds directly received by Sponsor/Subrecipient - grant, donations/fundraising, etc.
2. **In-Kind =** services or donations provided by other entities (FL Medicaid); needs documentation of MOU.

**MATCH** = **25%** is the required *minimum threshold* that must be used to support all CoC and Challenge subcontracts; **100%** is the required *minimum threshold* that must be used to support all ESG subcontracts; the Match amount must pay for an eligible service (see examples below); and the Match must be tracked, documented, and reported on a quarterly basis.

##### What Counts as Match

Match must be used for eligible program costs from either public or private funds. Funds may not used as match for any other program. Cash or in-kind-fairly evaluated.

**WHAT IS NOT MATCH?**

* + Cash or any in-kind contributions used as match for another grant/otherwise obligated.
  + Cash or any in-kind statutorily prohibited as match.
  + Savings or benefits that belong to program participants, not the recipient/subrecipient.

#### What must be included in the In-Kind Match MOU?

* The MOU must establish the unconditional commitment, except for selection to receive a grant, by the third party to provide the services and must include:
* Should be on the agency letterhead of third-party;
* Name of the program and agency receiving services;
* Name of the third-party providing services;
* Date resources will be available; time frame of services;
* Specific service to be provided;
* Profession of the persons providing the service; and
* Hourly cost of the service to be provided.

#### What are Match Record-Keeping Requirements?

The Project must keep records of the source and use of match. Records must indicate the grant and fiscal year for which each matching contribution is counted. Records must show how the value placed on third-party in-kind match was derived. Volunteer services must be allocated using the same methods used for regular personnel costs.

**CoC (FL-515)**

**Bay, Jackson, Calhoun, Gulf, Holmes, and Washington Counties**

**FY 2024 PROJECT REVIEW AND RANKING RUBRIC**

The deadline to submit project applications for the 2024 Annual CoC Competition is August 16, 2024.

CoC FL-515 ensures project applicants participate in the local HMIS for the community.

This tool meets the objective criteria within the 2024 Challenge and Emergency Solutions Grant Reallocated Funds RFP. The outcome of the review and ranking process will determine the Notice of Intent to Award for this ﬁscal year.

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| I. **Priority Project Type**  A project applicant can only receive points for two (2) project types below. Appropriate selection of project type demonstrates an understanding of the RFP goals.  **15 POINTS MAXIMUM** | |
| Rapid Rehousing/Permanent Housing | **10 points** |
| Homeless Prevention | **5 points** |
| Emergency Shelter | **5 points** |
| Transitional Housing | **5 points** |
| Street Outreach | **5 points** |

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| **II. Dedication to Serve Priority Population**  The applicant must demonstrate a history of and/or willingness to work with the target population.  **5 POINTS MAXIMUM** | | |
| Chronically Homeless (100% Dedicated) | YES  **(1 points)** | NO  **(0 points)** |
| Domestic Violence Survivors (100% Dedicated) | YES  **(1 points)** | NO  **(0 points)**) |
| Unhoused Families with Children and/or Expectant Females | YES  **(1 points)** | NO  **(0 points)** |
| Unaccompanied Youth (Age 18 – 24) | YES  **(1points)** | NO  **(0 points)** |
| Disabled Individuals | YES  **(1points)** | NO  **(0 points)** |
| Veterans | YES  **(1 points)** | NO  **(0 points)** |

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| **III. Description of Services and Adherence to Grant Scope of Work**  The applicant must demonstrate a history of the organization's mission, the services provided to the target population, the proposed services to benefit the public, and the service location.  **40 POINTS MAXIMUM** | | | | | |
| **Instruction:** Review the application for proposed services. Project applicants must describe their organization’s history, current and proposed services, and service area, including willingness to serve the rural counties of Jackson, Calhoun, Gulf, Holmes, and Washington Counties with priority to those providing in-person services to the rural counties. | | | | | |
| **Description of services offered**  The applicant must demonstrate that services to be provided are in alignment with the grant guidelines and scope of work as stated in the RFP. | | | | | |
| The project narrative clearly describes services to be provided utilizing grant funds. | | YES  **(10 points)** | | | NO  **(0 points)** |
| Services described in the project narrative are consistent with grant scope of work and eligible activities as described in the RFP. | | YES  **(10 points)** | | | NO  **(0 points)** |
| **New or Existing Service Projects** | | | | | |
| The project is proposing new services to the CoC.  **Yes (2 points) / No (0 points)** | | | The project is proposing existing services in the CoC.  **Yes (1 points) / No (0 points)** | | |
| **Service Area** | | | | | |
| In-Person Services in Bay County  **(2 points)** | Telephonic or Virtual Services in Bay County  **(1 points)** | | | No services provided for Bay County  **(0 points)** | |
| In-Person Services in  Jackson County  **(4 points)** | Telephonic or Virtual Services in Jackson County  **(2 points)** | | | No services provided for  Jackson County  **(0 points)** | |
| In-Person Services in  Calhoun County  **(4 points)** | Telephonic or Virtual Services in Calhoun County  **(2 points)** | | | No services provided for  Calhoun County  **(0 points)** | |
| In-Person Services in  Gulf County  **(4 points)** | Telephonic or Virtual Services in  Gulf County  **(2 points)** | | | No services provided for Gulf County  **(0 points)** | |
| In-Person Services in  Holmes County  **(4 points)** | Telephonic or Virtual Services in  Holmes County  **(2 points)** | | | No services provided for  Holmes County  **(0 points)** | |
| In-Person Services in  Washington County  **(4 points)** | Telephonic or Virtual Services in  Washinton County  **(2 points)** | | | No services provided for  Washington County  **(0 points)** | |

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| **IV. Adherence to Budget and Match Requirements**  The applicant must demonstrate high-quality financial capacity and strategic planning. The reviewer will evaluate the budget narrative for appropriateness, clear explanation of use, and financial commitment from the organization.  **15 POINTS MAXIMUM** | | | |
| Did the applicant budget proposed program activities in alignment with the program regulations for the grant applied? | | | |
| Appropriate budget for services Yes **(2 points)** / No **(0 points)** | | | |
| Did the applicant’s budget narrative clearly explain the use of funds and itemize the proposed activities? | | | |
| The narrative clearly explains the budget Yes **(2 points)** / No **(0 points)** | | | |
| Compare the proposed staffing budget to direct client services – what percentage of the budget will directly serve program participants? | | | |
| 75-100% for Direct Services  **(6 points)** | 50-74% for Direct Services  **(4 points)** | 25-49% for Direct Services  **(2 points)** | ≤ 24% for Direct  Services  **(0 points)** |
| **Match Requirements:** HUD/DCF expects a subrecipient to share in the cost, or “match” a percentage of the funds requested from the grant. Match can be actual expenditure (cash) or virtual cost (in-kind contribution). | | | |

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| **Did the applicant meet the match requirement required for the proposed grant?** |
| The minimum Challenge Match requirement of 25% and/or the minimum ESG Match requirements of 100% is met and is must be an eligible program activity (25% Match).  Yes **(5 points) /** No **(0 points)** |

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| **V. CoC Participation**  The applicant must demonstrate participation in the CoC. The CoC Lead agency will provide a spreadsheet to reviewers of meeting attendance and participation in the primary functions of the CoC.  **5 POINTS MAXIMUM** | | | | |
| CoC Meeting Attendance | Above 75%  **(5 points)** | 50%-to-74%  **(2 points)** | 26% to 49%  **(1 point)** | ≤25%  **(0 points)** |

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| **VI. Participation in HMIS**  Current subrecipients applying for an expansion project must demonstrate meeting HMIS Data Integrity threshold. The CoC Lead agency will provide data performance reports to reviewers.  **5 POINTS MAXIMUM** | | |
| Non-VSPs: New Applicant demonstrates an understanding of the HMIS requirements and agrees to participate in the local HMIS implementation by collecting data on all clients served per the HUD HMIS Data and Technical Standard. | YES  **(5 points)** | NO  **(0 points)** |
| Victim Service Providers cannot use the CoC’s HMIS but must commit to use an HMIS comparable system, improve aggregate data reporting, and submit reports to the HMIS LEAD for SAGE reporting. | YES  **(5 points)** | NO  **(0 points)** |

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| **VIII. Evidence of Best Practices**  The project applicant must demonstrate within the narrative of the proposal commitment to best practices and established policies in place.  **15 POINTS MAXIMUM** | | |
| The applicant agrees to follow policies and strategies to ensure the project is Housing First and/or Low-Barrier. | YES  **(5 points)** | NO  **(0 points)** |
| The applicant agrees to follow policies and strategies to ensure services are provided using the trauma-informed care approach. | YES  **(5 points)** | NO  **(0 points)** |
| The applicant agrees to follow policies to adhering to the Fair Housing and Equal Access rules and regulations. | YES  **(5 points)** | NO  **(0 points)** |