

**FL-510, Northeast Florida Continuum of Care  
Request for Applications (RFA)  
State Challenge Grant, State Emergency Solutions Grant,  
and Temporary Assistance for Needy Families**

Changing Homelessness will host two **Pre-Application Conferences: Thursday, February 7<sup>th</sup> at 1:30 pm and Wednesday, February 13<sup>th</sup> at 1:30 pm @ 660 Park Street, Jacksonville Florida 32204.**

Attendance to the Pre-Application Conference is **strongly recommended** and each organization will receive bonus points for attendance.

Responses to this RFA for new project applications must be emailed to [melton@changinghomelessness.org](mailto:melton@changinghomelessness.org) no later than **Monday, February 28, 2019 at 5 pm EST.**

**1. Background Information and Purpose**

The CoC Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, States, and local governments to quickly re-house homeless individuals and families, including persons fleeing domestic violence and unaccompanied youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless; and to optimize self-sufficiency among those experiencing homelessness. Changing Homelessness serves as the Collaborative Applicant (CA) on behalf of the Northeast Florida Continuum of Care (CoC) for funding made available from the State Office on Homelessness.

All respondents seeking to compete for this funding opportunity are subject to the **Timeline in Section 2, page 3.** Applications received pursuant to this RFA will be selected and ranked by a committee selected by the Northeast Florida CoC Governance Board and will be comprised of subject matter experts and with experience in the relevant areas specific to the grant programs.

**i. ESG**

The Emergency Solutions Grant (ESG) Program is a federally funded program awarded to the State of Florida through the Department of Housing and Urban Development (HUD). The ESG program is designed as the first step in a continuum of assistance that addresses homelessness and enables the homeless population to move steadily toward independent living.

ESG funds can be used for the following activities:

- Street outreach
- Emergency shelter
- Prevention
- Rapid Rehousing
- HMIS

The Northeast Florida CoC reserves the right to, depending on funding, allocate \$50,000 to \$100,000 for coalition-wide HMIS activities.

Please note, Clay and Nassau Counties will receive priority.

If the application is for Emergency Shelter, including Domestic Violence, please provide written

support from your local Board of County Commissioners with your application to Changing Homelessness.

Each project funding request may not exceed \$200,000 annually. A three-year grant term will be sought. Final awards will be subject to the state's funding allocation. Applicants must be able to demonstrate a one hundred percent (100%) match for the ESG program.

## **ii. Challenge Grant**

The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless Continuums of Care (CoC).

The Northeast Florida CoC is seeking comprehensive Rapid Rehousing projects that could include outreach, and diversion.

All Rapid Rehousing access should be those that are accessed through the Urban Rest Stop.

Funding is available for Clay, Duval and Nassau Counties

Each project funding request may not exceed \$200,000 annually. A three-year grant term will be sought. Final awards will be subject to the state's funding allocation. Applicants must be able to demonstrate a one hundred percent (100%) match for the Challenge program.

Example project

A \$200,000 application might have the following components:

- Diversion - \$25,000;
- Case Management -\$75,000;
- Rent, Utilities and Application Fees - \$100,000.

## **iii. TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)**

In 2013, the Florida Legislature created Temporary Assistance for Needy Families, a Homelessness Prevention Grant program to provide emergency financial assistance to families facing the loss of their current housing due to a financial or other crisis. The Office on Homelessness is authorized to provide homeless prevention grants annually to the lead agencies designated for the local homeless assistance Continuums of Care in the state. The intent of the program is to assist families to prevent them from becoming homeless, and to enable them to remain stably housed following the assistance provided.

100% of the TANF application shall be available to fund new Prevention. Funding requests should not exceed \$35,000.00 annually. A three-year grant term will be sought; awards will be subject to the state's funding allocation.

Priority will be given to applicants that can braid the TANF prevention funding with other funding sources.

Funding is available for Clay, Duval and Nassau Counties.

For ESG, TANF, and Challenge Grant, a start date of July 1, 2019 is anticipated with an expiration date of June 30, 2022. Only those expenses incurred during the grant period are eligible for reimbursement.

### **Important Information**

Inclusion in the Challenge Grant, ESG, and TANF applications on behalf of the Northeast Florida CoC/Changing Homelessness' collaborative application does not guarantee funding from the state. New project applications may be

subject to negotiation beyond the Selection Committee recommendations. As such, selected providers may be asked for a best and final offer adjusting their budgets up or down, to serve more or less households, depending on the funding made available by the state.

The Northeast Florida CoC requires that all clients served through the ESG, Challenge be referred through the Coordinated Entry System.

Changing Homelessness staff will review solicitations for completeness and ask respondents for missing information. The Selection Committee will score new project applications on their own, and be allowed to make changes to the review and final ranking. Respondents are being asked to provide all their responses electronically, in their original format (word, excel, PDF). Details on the structure of the RFA responses are provided in section 6. *Contents of Application.*

## 2. Timeline for Development of the Application

In light of state and local requirements and deadlines, the timeline for this RFA process is as follows:

RFA Applications Available	5 pm Monday, February 4, 2019
RFA Pre-Application Conference Changing Homelessness 660 Park Street Jacksonville Florida, 32204	1:30 to 3 pm Thursday, February 7, 2019
RFA Pre-Application Conference Changing Homelessness 660 Park Street Jacksonville Florida, 32204	1:30 to 3 pm Wednesday, February 7, 2019
Deadline for Submittal of Written Questions - RFA	12 Noon Thursday, February 14, 2019
Response to Written Questions - RFA	5 pm Monday, February 18, 2019
Deadline for Submission of RFA Applications <b>Email: <a href="mailto:melton@changinghomelessness.org">melton@changinghomelessness.org</a></b>	5 pm ( <b>no exceptions</b> ) Monday, February 25, 2019
Review of Application	February 26-28, 2019
Selection Committee Review and Scoring of RFA Applications on their own	March 1-4, 2019
Selection Committee final scoring Changing Homelessness 660 Park Street Jacksonville Florida, 32204	10 am to 12 Noon Wednesday, March 6, 2019
Notification to applicants regarding recommendations	Friday, March 8, 2019
Deadline for written appeals	5 pm Monday, March 11, 2019
Appeals Committee reviews and responds to appeals for this RFA Changing Homelessness 660 Park Street Jacksonville Florida, 32204	9:30 am Wednesday, March 13, 2019

Changing Homelessness reserves the right to modify this schedule if necessary and in the best interest of the Community.

## 3. RFA Pre-Application Conference

Two RFA Pre-Application Conferences will be held: **Thursday, February 7<sup>th</sup> at 1:30 pm and**

**Wednesday, February 13<sup>th</sup> at 1:30 pm @ Changing Homelessness, 660 Park Street, 32204.** Attendance to the Pre-Application conference is not required *but is strongly recommended*. If you need assistance, please come to this workshop with your questions.

Please note that any additional questions that applicants may have after the workshop has concluded must be submitted in writing to the designated contact person below by no later than noon on Tuesday, February 12, 2019.

The contact person for all inquiries related to this RFA is Monique Elton, Chief Community Engagement Officer, Changing Homelessness, 660 Park Street, Jacksonville Florida, 32204. Please email [Melton@changinghomelessness.org](mailto:Melton@changinghomelessness.org) or call 904.354.1100, Ext. 303. If there is no answer, please leave a voicemail.

#### **4. Threshold Requirements**

1. Eligible sub-recipients are:
  - Government entities, or public and private non-profit providers.
  - Applications in good standing with the Northeast Florida CoC and HUD, which means that the applicant does not have any unaddressed open monitoring or audit findings, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, history of serving ineligible program participants, expending funds on ineligible costs, failing to expend funds within statutorily established timeframes, and/or history of no- or slow expenditure of previously awarded grant funds.
2. All applications must agree to a one (1) year grant term with the option to two subsequent renewals.
3. Providers will provide case management services geared towards increasing household income, access to benefits and obtaining/retaining permanent housing.
4. Providers will demonstrate policies are welcoming and comprehensive to address the complex needs of the individuals and families they serve.
5. Projects must agree to enter client data into HMIS, participate in the Point-in-Time (PIT) count, and Housing Inventory Count (HIC) reports.
6. The project must participate in the CoC's Coordinated Entry (CE) process, as may be amended from time to time.
7. Applications must demonstrate:
  - A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant by July 1, 2019.
  - A connection to **mainstream service systems**, specifically:
    - Services are in place to identify and enroll all Medicaid-eligible program participants and to connect Medicaid-enrolled participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability.
    - Services are in place to connect participants to mainstream resources, including benefits, health insurance and employment services.
  - A plan for outreach to the eligible population upon referral.
8. Applicants must submit the required documentation as specified in Section 6 of this RFA.
9. The total funding request for each new project may not exceed what the Northeast Florida CoC allows in the RFA.

#### **5. Priorities**

Based on the community needs as evidenced in the Point-In-Time, August Surge and Housing Inventory counts and as identified by The Mayor's Downtown Homeless Taskforce and community stakeholders, the Northeast Florida CoC Governance Board prioritizes comprehensive Rapid Rehousing projects focused on housing unsheltered individuals.

#### **6. Application Content**

Please refer to the RFA Checklist *below* for instructions on how to submit your application.

**REMINDER: Project applications are due no later than 5 pm on Monday, February 25, 2019.**

There are no exceptions to this deadline.

All applications must be emailed to [melton@changinghomelessness.org](mailto:melton@changinghomelessness.org) by 5 pm on Monday, February 25, 2019.

**ALL applications must include the following documents:**

1. Application Summary Form\_Attachment 1
2. Unified Homelessness Grant Form 9.5\_Attachment 2
3. Unified Homelessness Grant Form 9.7\_Attachment 3
4. Unified Homelessness Grant Form 9.8\_Attachment 4
5. HMIS APR or report from equivalent database for services provided between 7/1/17-6/30/18\_Attachment 5

**When sending in email, please save each form as an attachment and use the form name and your agency name in the naming convention. For example: Changing Homelessness Application Summary Form. Each applicant will have an email that includes five attachments, unless it is a new applicant (no previous submission to the Northeast Florida CoC for DCF funding).**

*First time applicants must provide the following in addition to the forms listed above:*

- A copy of the 501 (c) (3) status
- A list of Board of Directors for the primary applicant. Submit one with your original application.
- A recent independent audit of financial statements. Submit one with your original application.

## **7. Monthly Fair Market Rents: Clay | Duval | Nassau**

For the Jacksonville, FL HUD Metro FMR which includes Clay, Duval, Nassau and St. Johns, [please click here](#) for all Zip Codes across this area.

Per HUD: ZIP Code areas are defined by the postal service to facilitate the efficient delivery of mail. Because of this, ZIP code areas may cross city, county, and in some limited instances, state lines. Consequently, ZIP codes which cross county lines may lie within more than one metropolitan area, or cover parts of one or more nonmetropolitan counties and part of a metropolitan area.

## **8. Matching and Leveraging**

The state solicitation for ESG, TANF and Challenge require a 100% match, meaning respondents must show \$1 match for every \$1 they request as part of their proposal. Match has to be provided from a source other than the State funding.

## **9. Performance Measures**

Program performance and utilization, including occupancy and expenditure rates, may be considered in the evaluation of applications based on the most recent APR and HMIS data, or equivalent data provided by the applicant.

Project performance may be used based on the following factors:

1. Costs provided in Budget and Budget Narrative;
2. Data on length of time from referral to move in, household income changes, exit destinations, and returns to homelessness;
3. Projects may be compared to like projects.

## **10. Selection Criteria**

The Selection Committee will, on their own, review and score RFA responses between March 1 and March 4, 2019. The committee will convene, discuss and submit their final scores on Wednesday, March 6, 2019 between 10 am and

12 Noon at 660 Park Street, Jacksonville, Florida 32204. Applicants will be notified via email on Friday, March 8, 2019.

## 11. Appeals Process

**PLEASE NOTE the Appeals Process:** Any appeals will be considered by the Appeals Committee of the Northeast Florida CoC. Appeals must be submitted to [matt.galnor@mychamberjax.com](mailto:matt.galnor@mychamberjax.com) and [melton@changinghomelessness.org](mailto:melton@changinghomelessness.org) by 5:00 p.m. on March 11, 2019. Based on the review and findings of the Appeals Committee, the Northeast Florida CoC will provide a written response to the appellee by Wednesday, March 13, 2019.

The HEARTH Act requires local communities to collaborate on ending homelessness; this compels Collaborative Applicants to utilize state funding to focus on funding priorities in the local homeless plan, adopt a Coordinated Entry Process, and move to a Housing First model.

All RFA respondents are encouraged to familiarize themselves with the following terms: *Coordinated Entry System, Chronically Homeless, Collaborative Applicant, Continuum of Care, Homeless, Permanent Housing, and Private Nonprofit Organization.*

In addition, the following terms and concepts are used in this RFA to define concepts that pertain specifically to this application process:

- a. *Housing First.* A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals.
- b. *Rapid Re- Housing.* Rapid Re-Housing means short- to medium-term rental assistance with support services for homeless households. Generally, rental assistance (RA) and support services are designed to enable the households to live independently. RA may include security deposits and last month's rent, in addition to paying contracted rent.
- c. *Homeless Prevention.* Homeless Prevention means rent in arrears or short- to medium-term rental assistance with support services for households at risk of becoming homeless. Generally, rental assistance (RA) is designed to enable the household to stay in their home, or move into another property without their entering shelter. RA may include security deposits and last month's rent, in addition to paying contracted rent.
- d. *Supportive Services.* Supportive services offer households the necessary tools to increase income, access necessary resources, and remain housed. Support services may include medical and behavioral health services, advocacy or case management, supportive employment, and legal aide.