



**2019 REQUEST FOR PROPOSALS**  
STATE OF FLORIDA HOMELESS SERVICES GRANTS

Released:

TUESDAY

FEBRUARY 5, 2019

Submission Due:

MONDAY

MARCH 4, 2019

5:00 PM

Heartland Coalition for the Homeless

1535 State Road 64

Avon Park, Florida, 33825

## **CoC LOCAL STATE FUNDING COMPETITION REQUEST FOR APPLICATIONS (FRA) (FY 19-20, FY20-21, AND FY21-21)**

### **1. Introduction:**

The Department of Children and Families (DCF) Office on Homelessness recently released the FY 2019 – 2021 Request for Application. The Unified Homelessness Grant Application (UHGA) provided an opportunity for DCF to consider multiple funding streams into a single solicitation that serves as a complete funding request for eligible applicants.

The UHGA is focused around improving the quality and capacity of the Heartland Coalition for the Homeless (HCH) service area, which encompasses DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee Counties. HCH is accepting applications for Year One (19-20), of a potential three-year grant. Continued funding in Years Two (20-21) and Three (21-22) will be dependent upon state and federal funding appropriation AND Program Performance. Renewals are not automatic. Contracts will be reallocated based upon the needs and best interest of clients.

Service will be provided within the Heartland Coalition for the Homeless Coordinated Entry System designed to move clients/program participants quickly out of homelessness into permanent housing through the provision of housing supports. All programs funded under this RFA must be focused on and committed to the ultimate goal of ending homelessness by creating housing stability.

Partnering agencies depend on each other to build strong success and strong collaboration within the community. The System is dependent upon partnerships and collaboration that will strengthen and add to our homeless response system in ways such as increasing access to services, (i.e. employment assistance and food pantries), and improving housing outcomes.

Proposed projects should be scalable depending upon the funding available. Applicants should describe how the project would operate if less funds or more funds were available. The Heartland Coalition for the Homeless Board of Directors and/or the Review & Ranking Committee reserves the right to cancel the RFP, reject any or all proposals, waive minor informalities for proposers if deemed in the public interest to do so, and request additional information.

**2. Eligible Applicants:**

Local governments in the State (any city, county, town, township, parish, village, or other general-purpose political subdivision of a state). Or Private non-profit organizations (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code). Organizations must have the local government where the project is located certify that it approves the project. Faith-based organizations are eligible for funding and will be assessed on their merits and how well they perform eligible activities. (See 24 CFR Parts 92, 570, 572, 574, 576, 582, 583).

Applicant organizations must be willing and able to work as a part of the homeless response system by effectively providing one or more of the services described in this RFP. The Heartland Coalition for the Homeless will not consider stand-alone projects which do not operate as a part of the homeless response system.

Notes: For applicants located outside the FL-517 Continuum of Care, wishing to provide services in DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee County, documentation of performance of all required elements in this RFP must be substantiated by the CoC Lead Agency of the primary catchment area you are currently serving. State grantees are prohibited from funding projects operated by the agencies of State government.

**3. Sources & Estimated Annual Allocations:**

Challenge Grant (section 420.622(4), Florida Statutes) - \$300,000

Emergency Solutions Grant (ESG) (section 420.624(2), Florida Statutes) - \$300, 000

**4. Continuum of Care Strategic Action Plan: (Exhibit 1)**

All proposals submitted to the Heartland Coalition for the Homeless under this RFA must be for housing programs, or service needs that are clearly and specifically identified in the CoC Plan (Refer to Exhibit 1).

## 5. Overall Contract Requirements:

There are many state and federal requirements regarding these sources of funding. Applicants are expected to understand the regulatory statute or code relating to sources of funding sought. The specific items in this section should be carefully reviewed before an application for funding is submitted. Below are the main areas in which Heartland Coalition for the Homeless Sub-Contracts will differ from or be more strictly monitored than previous years.

**Case Manager Salary Documentation & Case Notes:** It will be required that all Case Manager or Staff Salary Costs which will be billed to Heartland Coalition for the Homeless Sub-Contract must be in the form of Billable Hours. Staff Salary Costs must be directly attributed to work with clients on grants billed. *Example: Case Manager Nancy Gross, Friday, January 20, 2019 - 3:00 pm – 3:30 pm (30 minutes) Home Visit @ 596 Jackson Street, Sebring - Client ESG #65498. Case Notes must coincide with all Billable Case Management Services. This documentation must be included in monthly invoice packets as justification for salary reimbursements.*

**Match:** On a monthly basis the applicant shall report match with invoices submitted for reimbursement for the corresponding month of service to the Heartland Coalition for the Homeless. In-kind contributions may be evaluated and counted as all or part of the match and must equal 100% (\$1 for \$1) of the amount requested. Applicants may use any of the following as matching funding in accordance with 24 CFR 576.201(e): 1) Cash; 2) Value or fair rental value of any donated material or building used to support the ESG program, including the value of any lease on a building; and 3) Value of the time and services contributed by volunteers to carry out the program of the recipient based on the value at rates consistent with those paid for similar work in the recipient's organization.

- *For cash match, "provided" means when the funds are expended (or when the allowable cost is incurred).*
- *For in-kind match, it is the date the service (or another in-kind match source) is actually provided to the program or project. Match matching funds must be expended within the same expenditure deadline that applies to the funds being matched (i.e. the 12-month timeless).*
- *Non-cash contributions must be made within the expenditure timeline.*
- *Matching funds must be provided after the date of the grant award.*
- *Funds used to match previous grants, or any other grant may not be used to match the grant award made under this grant application.*

**Proof of Timely Payment to Vendors and Property Owners:** Documentation for each amount for which reimbursement is claimed must indicate that the item has been paid (checks have cleared the bank). Late charges owed due to an organization's untimely payment of expenses (organizational or on behalf of clients) are not eligible for reimbursement. Guide for acceptable state expenditures is available at the following webpage:

[http://www.myfloridacfo.com/aadir/reference\\_guide/Reference\\_Guide\\_For\\_State\\_Expenditures.pdf](http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf)

**Client Feedback/Client Satisfaction:** During this contract year Heartland Coalition for the Homeless will be sending out client Feedback/Satisfaction Surveys to each client previously or currently being served. The purpose of this policy is to have a uniform system for collecting feedback from clients on their experiences navigating the homeless emergency response and housing system. The data collected will be shared with the Heartland Board of Directors be used to make systems improvements.

**Mandatory Participation in weekly Coordinated Entry and Case Conferencing:** By submitting a proposal for funding under this RFP you are certifying that your agency will actively participate not just in giving and accepting referrals from the Coordinated Entry System, but that you are committed to actively participate in Heartland Coalition for the Homeless Coordinated Case Management conferences via telephone.

**Mandatory HMIS/CIS, Coordinated Entry, and Homeless Systems Trainings:** Participation in the homeless management information system (HMIS) – Community Information System (CIS) is a requirement for receipt of funds. HMIS/CIS requirements are outlined in the U.S. Department of Housing and Urban Development rule notice filed July 30, 2004, as amended in March 2010. Accordingly, only applicants who commit to participate in the HMIS/CIS will be considered for funding.

Section 605 of the Violence Against Women Act of 2005 amended the McKinney-Vento Homeless Assistance Act to prohibit victim services providers from entering personally identifying information into an HMIS/CIS database. This law applies to providers receiving Violence Against Women Act and/or Family Violence Prevention and Services Act funding. Domestic violence services providers are not required to participate in HMIS/CIS but shall provide aggregate service data on persons served and outcomes achieved. [See HUD Notice issued March 16, 2007, published in the Federal Register.]

**Non-Discrimination Policies:** The applicant must have a policy and demonstrate commitment to a practice of non-discrimination as it relates to the operation of the organization and service delivery, based on race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law.

**Background Checks and Clearance:** The Applicant shall ensure that all staff and HMIS/CIS Users are screened in accordance with chapter 435, F.S., are of good moral character and meet the Level 2 Employment Screening standards specified by sections 435.04, 110.1127, and subsection 39.001(2), F.S., and are eligible for employment through E-Verify, as a condition of initial and continued employment that shall include but not be limited to:

- Employment history checks;
- Fingerprinting for all criminal record checks
- Statewide criminal and juvenile delinquency records checks through the Florida Department of Law Enforcement (FDLE);
- Federal criminal records check from the Federal Bureau of Investigation via the Florida Department of Law Enforcement; and
- Security background investigation, which may include local criminal record checks through local law enforcement agencies.
- Attestation by each employee, subject to penalty of perjury, to meeting the requirements for qualifying for employment pursuant to chapter 435 and agreeing to inform the employer immediately if arrested for any of the disqualifying offenses while employed by the employer.
- The Provider shall sign an affidavit each State fiscal year for the term of the contract stating that all required staff have been screened or the Provider is awaiting the results of screening.

**Housing First and Low Barrier:** All projects proposed must be Housing First and Low Barrier. This approach allows for the person's immediate crisis of homelessness to be resolved in order to increase their stability. A customized supportive service package is then created to assist them in housing stability and prevent returns to homelessness. Housing First projects are fluid and flexible and ensure housing and service options are modified to meet the unique needs of each household requesting services, and that participants are offered the services that they identify as important to them. As such, project proposals must demonstrate:

- *No programmatic prerequisites to Street Outreach, Emergency Shelter, Rapid Re-housing, or Permanent Housing entry such as demonstration of sobriety, completion of treatment programs, requirements regarding household income or agreeing to comply with treatment.*

- *Low Barrier admission policies which are designed to “screen in” rather than “screen out” participants with the greatest barriers to housing such as having no or very low income, poor rental history, or criminal histories.*
- *Supportive services are voluntary but can and should be used to persistently engage participants to ensure housing stability. Services are proactively offered to help achieve and maintain housing stability but are not a condition of tenancy. Harm reduction and motivational interviewing techniques may be useful.*
- Practices, policies, and strategies to prevent lease violations and evictions.
- *Alcohol and drug use are not considered lease violations unless such use results in disturbances to neighbors or is associated with illegal activity.*

**Faith Based Organizations:** Organizations that are religious or faith based are eligible, on the same basis as any other organization. No organization receiving funds under Heartland Coalition for the Homeless programs shall discriminate against based on religious character or affiliation. Provisions set forth generally require that funded services will be provided in a way that is free from religious influences and in accordance with the following principles:

- Program shall not, in providing assistance, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief;
- The organization will provide grant services in a way that is free from religious influences and will not engage in inherently religious activities, such as worship, religious services, instruction, counseling, or proselytization as part of the programs or services funded under the grant. If an organization conducts such activities, the activities must be offered separately, in a time or location, from the programs or services funded under the grant, and participation must be voluntary for the beneficiaries of the programs or services funded by the grant;
- The organization will not discriminate against any employee or applicant for employment based on religion and will not limit employment or give preference based on religion; and
- The organization will not limit services provided to or give preference to any person seeking services based on religion.

The award of any funding pursuant to this State Funding Request for Application (FY19-22 RFA) is dependent upon available funds to the Heartland Coalition for the Homeless from the state and federal governments.

6. **Timeline:**

January 29, 2019		Request for Funding Proposals (RFP) Released
<b>February 5, 2019</b>		State of Florida, Department of Children and Families, Office on Homelessness Conference Call at 2: p.m. 888-585-9008; 351-186-925#  This call is primarily for CoC Lead Agencies regarding the entire consolidated application for each CoC, however it is open to anyone to listen in.
<b>February 6, 2019</b>		HCH issues Request for Proposals
<b>February 12, 2019</b>		Pre-Proposal Workshop This workshop is for all entities that are interested in submitting a proposal
<b>Monday, March 4, 2019</b>	5:00 p.m.	<b>PROPOSAL SUBMISSION DEADLINE</b> Must be hand delivered or mailed to Heartland Coalition for the Homeless 1535 State Road 64 Avon Park, Florida, 33825
Wednesday, March 6-8, 2019		Review/Evaluation/Scoring Committee
Monday, March 11, 2019		Notification of Project Selection for inclusion in the Heartland Coalition for the Homeless CoC Application to the State
<b>March 12 - 29, 2019</b>	<b>3:00 p.m. Eastern</b>	<b>Heartland Coalition for the Homeless CoC (FL-517) Application Preparation and Submission</b>
Contract Start Dates		Intended Contracts July 1, 2019 dependent upon State Legislature and DCF Contracting Office

**7. Scoring & Evaluation:**

The Heartland Coalition through its Reviewing and Ranking Committee reserves the right to determine how funds will be distributed if one or more of the identified system components has excess funds available.

Criteria	Percentage
<b>Agency Experience and Capacity</b>	<b>25%</b>
<b>Proposed Project</b>	<b>25%</b>
<b>Budget &amp; Budget narrative</b>	<b>10%</b>
<b>HMIS/CIS Data Quality &amp; System Performance</b>	<b>10%</b>
<b>Coordinated Entry Participation</b>	<b>10%</b>
<b>Previous Grant Performance</b>	<b>10%</b>
<b>Demonstration of Housing First – Low Barrier Projects</b>	<b>10%</b>

The Grant Review and Scoring Committee will assess the applicant’s responses using the scoring criteria matrix below.

- 0 Points      Incomplete or No Response. The response is missing and/or cannot be found in the appropriate section.
  
- 1 Point        Limited information is provided with very vague descriptions. The narrative is difficult to follow and there is no clear purpose defined. The response includes sporadic details that are very disjointed and do not connect with the main point.
  
- 3 Points        **Acceptable Response.** General information on the topic is provided, with limited detail. The response included provides a basic description of the question(s) asked. The information provided answers the questions(s) and is informative but does not provide clear details.
  
- 5 Points        **Excellent Response.** The response is included and provides a clear, focused, well-defined description with relevant analysis and accurate details answering the questions(s) asked.

**8. Eligible Grant Activities:**

**Challenge Grant**

The intent of Challenge Grant funding is to help implement the local Continuum of Care (CoC) Plan, and to help the community reach their goals and objectives. In addition, Challenge Grant allocations are intended to be used in concert with private funding.

Heartland Coalition for the Homeless may use the Challenge Grant funds to fund any housing, program, or service need that is clearly and specifically identified in the CoC Plan and meets the performance measures and specific objectives identified in section 420.622(6), Florida Statutes.

Challenge Grant Projects may include one or all of the eligible activity components including: Diversion, Street Outreach, and Rapid Re-Housing. Proposal Narratives submitted under the Diversion Component must address:

- How you do, or will, utilize best practices in diversion and early intervention to prevent people from entering the homeless response system?

- Plans to incorporate diversion and early intervention as a regular practice to help those that are able to, self-resolve and keep people from entering our homeless response system.

- How you work, or will work, with people seeking shelter to address their housing crisis through other means (mediation, targeted financial assistance, other) to minimize need to enter emergency shelter. Proposal Narratives submitted under the Street Outreach Component must address:

- How you did, or will, ensure that outreach efforts will reach priority populations?

- Plans for outreach to those people that are hardest to serve;

- Organization's actual methods for provision of Street Outreach Services (In-reach and center-based services are ineligible for funding). Proposal Narratives submitted under the Rapid Re-Housing Component must address:

- How you will assist people to rapidly exit homelessness using a rapid rehousing approach and what are your proposed mechanisms for providing housing subsidies directly to a landlord for rapid rehousing;

- Describe your strategy for progressive engagement to most effectively use Rapid Rehousing dollars and keep people permanently housed;

- How your program will meet federal requirements, including rent calculations, housing quality standard inspections, conflict of interest, confidentiality and all other regulations under Title 24 Part 574;

- Describe how each part of the project you propose (intake, screening, housing identification etc.) will be consistent with the Housing First Standards;

- How you will provide housing opportunities that allow individuals to live on their own rather than in shared housing situations in order to foster more individual independence.

## **Emergency Solutions Grant (ESG)**

Under this grant application, Heartland Coalition for the Homeless is seeking proposals for funding under the components of Street Outreach (24 CFR 576.101), Homeless Prevention and Rapid Rehousing (24 CFR 576.104). The Emergency Solutions Grant program is awarded annually by HUD to the State of Florida and authorized by section 420.622(10) F.S. The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

The major contract goals of the Emergency Solutions Grant are to provide emergency shelter to homeless persons; engage persons living on the street through street outreach activities; and to provide re-housing services to help those who are homeless become stably housed (HP). Applicants shall be aware of and comply with definitions, regulations and requirements set forth in 24 CFR 576, as amended.

Applicants must indicate in their application which eligible activities they intend to provide. The tasks to be performed under Emergency Solutions Grant Sub-Contracts must comply with the written standards and all applicable rules, regulations, and policies related to the ESG Program found in Exhibit 2.

### **Street Outreach Component:**

The major contract goals are to provide essential services to unsheltered homeless individuals and families, connect them with emergency shelter, housing, or critical services, and provide them with urgent, **non-facility-based care**. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services.

Proposal Narratives submitted under the Outreach Component must address:

- How you did, or will, ensure that outreach efforts will reach priority populations?
- Plans for outreach to those people that are hardest to serve;
- Organization's actual methods for provision of Street Outreach Services (In-reach and center-based services are ineligible for funding).

Street Outreach must serve unsheltered homeless individuals and families who meet the criteria under paragraph (1)(i) of the "homeless" definition under s. 576.2, CFR, and are living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelters.

**Street Outreach.** These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. §576.101

**Activity Types:**

**Engagement:** The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

**Emergency Mental Health Services:** (i) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions operating in community-based settings, including streets, parks, and other places where unsheltered people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate mental health services are inaccessible or unavailable within the community. (iii) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. (iv) Eligible treatment consists of crisis interventions, the prescription of psychotropic medications, explanation about the use and management of medications, and combinations of therapeutic approaches to address multiple problems.

**Emergency Health Services:** (i) Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals operating in community-based settings, including streets, parks, and other places where unsheltered homeless people are living. (ii) ESG funds may be used only for these services to the extent that other appropriate health services are inaccessible or unavailable within the area. (iii) Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate emergency medical treatment; and providing medication and follow-up services.

**Case Management:** The cost of assessing housing and service needs, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant. Eligible services and activities are as follows: using the centralized or coordinated assessment system as required under 576.400(d); conducting the initial evaluation required under

576.401(a), including verifying and documenting eligibility; counseling; developing, securing and coordinating services; obtaining Federal, State, and local benefits; monitoring and evaluating program participant progress; providing information and referrals to other providers; and developing an individualized housing and service plan, including planning a path to permanent housing stability.

**Transportation:** Transportation. The transportation costs of travel by outreach workers, social workers, medical professionals, or other service providers are eligible, provided that this travel takes place during the provision of services eligible under this section. The costs of transporting unsheltered people to emergency shelters or other service facilities are also eligible. These costs include the following: (i) The cost of a program participant's travel on public transportation; (ii) If service workers use their own vehicles, mileage allowance for service workers to visit program participants; (iii) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes and maintenance for the vehicle; and (iv) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.

**Services for Special Populations:** Services for special populations. ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs (a)(1) through (a)(5) of this section. The term victim services are defined as services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

*\*For transportation costs under Street Outreach, a monthly mileage log must be submitted along with dates of travel/transport, staff members transporting clients, and start and completions times when transporting. Gas costs must be prorated when vehicle is used for other uses.*

Exhibit 1  
Strategic Action Plan

<p><b>Heartland Coalition for the Homeless, Inc.</b>  <b>CoC Heartland Coalition for the Homeless Three (3) Year Strategic Action Plan</b>  <b>To Prevent and End Homelessness in FL-517</b></p>

<b>Program &amp; Methods</b>	<b>Focused Area</b>	<b>Year 1 2019</b>	<b>Year 2 2020</b>	<b>Year 3 2021</b>
<p><b>Research Analysis</b></p> <p><b>Supportive Services/Legal Aid</b></p>	<p><b>Outreach &amp; Safety</b></p>	<p>Research diversion programs so that homeless individuals can stay out of jail for minor offenses.</p> <p>Investigate how much it costs the counties to work an indigent case and for law enforcement and judiciary system to prosecute an incarcerate a homeless individual.</p>	<p>Collect data to identify if there is a need for pro-bono legal services for homeless individuals.</p>	<p>Report data findings to Heartland Coalition Board of Directors to determine the next steps.</p>
<p><b>New Program</b></p>	<p><b>Economic Stability</b></p>	<p>Research current job skill training programs, including cost and capacity. Create guiding documents for future strategies.</p>	<p>Access the current skill level of homeless and extremely low-income populations and perform a survey of the current needs of our catch area for a skilled workforce.</p> <p>Create a governing</p>	<p>Based on job training plan created, build partnerships with local businesses, organizations and educational institutions to provide the training through a certificate program that will allow homeless and extremely</p>

			document that outlines the current needs of the homeless and extremely low-income clients for additional education and workforce training.	low-income clients gain the skills necessary to work for these or/other businesses in the future.
<b>Employment &amp; Training</b>				
<b>Research Analysis</b> <b>Community Collaboration</b> <b>Employment &amp; Training</b>	<b>Economic Stability</b>          <b>Housing</b>	Establish a website for clients to go search, use and find information about resources that are available to them in their particular county (resource guide).  Attract any level of local government funding (SHIP, General Revenue, etc.)  Sub-Population Needs Study: -Housing -Child Care -Education -Health & Mental Health Care etc.	Based on the Sub-Population Study conducted, create a plan for development of housing or services.	Start implementation of Housing and Services identified in study.
<b>Research Analysis</b> <b>SOAR Center</b>		Evaluate the needs for a community-based SOAR volunteer program.	Identify funding source and recruit a paid-staff to be a volunteer liaison staff for coordination of program and	Support the efforts to open a SOAR Volunteer Center in one of the communities.

			perform community outreach and recruit volunteers for SOAR volunteer programs	
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**Exhibit 2**  
**Project Profile**  
**(Complete one for each proposed activity)**

**Agency Information**

Agency/Organization: Mailing Address: City: Zip Code: Federal Tax Identification #: DUNS Number:
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**Primary Contact**

Name: Work Phone #: Cell Phone #: E-mail Address
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**Proposed Activity & Project Summary**

Proposed Activity/Project: Brief Summary (1-2 sentences):
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<b>Population to be Served:</b>  Locations to be Served (parts of County):  Locations Not Served (parts of County):  Amount of Funding Requested & Funding Stream:
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### **Exhibit 3**

#### **Applicant Experience & Capacity**

While not every question is required to be answered, scoring of applications will be dependent upon the most complete proposals. **Only one (1) Exhibit 3 is required with a completed application no matter how many Projects are being proposed.**

- This component should include information such as qualifications and accomplishments of Leadership Staff (CEO, ED, Director) and other key staff, any goals or strategic plan initiatives that the organization is actively working on.
- Description of fundraising plan including overall agency goals, and how the Board is engaged and adds value to the agency.
- If you have experience administering federal or state grants, specifically HUD and/or Continuum of Care grants, describe such experience in this portion of the proposal.
- Number of clients accepted from Heartland Coalition for the Homeless for entry into a current program.
- Number of clients that were provided Access Point Intake for Coordinated Entry at your organization/agency (# those already enrolled in a program/project at your organization at the time of Coordinated Entry and the # not enrolled in a program/project at your organization at the time of Coordinated Entry?)
- How has your service delivery changed in order to be in better alignment with Heartland Coalition for the Homeless Coordinated Entry System priorities? How often has your agency participated in Heartland Coalition for the Homeless case managers meetings?
- How has your organization has made changes to better exemplify the use of “best practices” and use national standards to define program performance success?
- How does your organization ensure effective - person-centered services?
  - How do you collaborate with other organizations regarding affordable housing for persons who are homeless to: 1) To build a list of available housing stock, 2) To best assure that the community fills known vacancies with those who are homeless; regardless of the agency for which the client is enrolled, and 3) To improve landlord relations and bring new landlords into the system for the benefit of all?
- For applicants that have previously received CoC Funding Describe your organization’s:
  - o Ability to spend all funds during the contract period;
  - o History of submitting accurate and timely invoices;

o Results of previous program performance/outcomes;

o Results of previous site monitoring results; and o Accuracy, quality, and timeliness of CIS Data & Reports.

## **Exhibit 4 Proposed Projects**

While not every question is required to be answered, scoring of applications will be dependent upon the most complete proposals. **One (1) Exhibit 4 is required for EACH Project proposed.** In addition to any specific questions required within a program component, the following sections should be addressed within your proposal:

- What problem does this project solve in the effort to end homelessness?
- Describe how this project fits into the coordinated efforts to prevent, assist, and end homelessness;
- How does this project integrate with Heartland Coalition for the Homeless Coordinated Entry System?
- How does this project provide a connection to permanent solutions?
- Specific activities, services to be delivered, number to be served;
- Population: Identify who will receive the services, include special populations, if any (for example, Chronically Homeless, Homeless Veterans, Women with Children, Single Men, Single Women, People Fleeing Domestic Violence, etc.);
- Providers within the community are encouraged to consider joint applications to address multiple community needs and strengthen capacity and collaboration within Heartland Coalition for the Homeless System. Please describe any partnerships or collaborations specific to your proposed project.
  - Mechanisms you will use to determine that clients served meet the income requirements of the source of funding;
  - Eligibility screening process and how applicants will be accepted;
  - How you will provide supportive services aimed at helping people access the mainstream services that they need, exit homelessness as quickly as possible and stabilize in appropriate permanent housing.
  - How you will assist people in locating appropriate permanent housing and create and implement a housing plan with each individual/family;
  - How your program will incorporate other sources of funding the program receives (for example, from managing entities, municipal and charitable funding) and how these funds will be used to complement existing homeless services;
- List at least one (1) Measurable Outcome to determine the success of this project; and
- Describe the collective impact of the proposed project and how it will help achieve established goals identified in the CoC Plan, and how it supports the CoC's efforts to achieve the HUD System Performance Measures.

**Exhibit 5  
Budget & Match Documents**

Complete one (1) Exhibit 5 – Budget & Match Document for each proposed activity

**Exhibit 5  
Budget & Match Document  
EMERGENCY SOLUTION GRANT (ESG)**

**Street Outreach Programs**

<b>Eligible Activity</b>	<b>Funding Request</b>	<b>Match Provided</b>	<b>Individuals Served</b>
<b>1. Engagement</b>			
<b>2. Case Management:</b>			
<b>3. Outpatient Health Services by licensed Professionals:</b>			
<b>4. Outpatient Mental Health Services by licensed professionals:</b>			
<b>5. Transportation of Outreach Workers or Unsheltered Persons to Services:</b>			
<b>6. Services for Special Populations:</b>			
<b>7. Administration (5%):</b>			
<b>TOTAL BUDGET</b>			

**Exhibit 5  
Budget & Match Document  
Emergency Solution Grant (ESG)  
Rapid Re-Housing (RRH)**

**Rapid Re-Housing (RRH)**

<b>Eligible Activity</b>	<b>Funding Request</b>	<b>Match Provided</b>	<b>Individual Served</b>
<b>1. Rental Activity</b> (list activities)			
A. Rental Assistance	\$	\$	
B. Housing Relocation & Stabilization	\$	\$	
i. Financial Assistance	\$	\$	
ii. Service	\$	\$	
<b>2. Administration</b> <b>(5%)</b>	\$	\$	
<b>TOTAL BUDGET</b>	<b>\$</b>	<b>\$</b>	

**Exhibit 5  
Budget & Match Document  
Emergency Solution Grant (ESG)  
Homelessness Prevention (HP)**

**Homelessness Prevention (HP)**

<b>Eligible Activity</b>	<b>Funding Request</b>	<b>Match Provided</b>	<b>Individual Served</b>
<b>1. Rental Activity</b> (list activities)			
A. Rental Assistance	\$	\$	
B. Housing Relocation & Stabilization	\$	\$	
i. Financial Assistance	\$	\$	
ii. Service	\$	\$	
<b>2. Administration</b> <b>(5%)</b>	\$	\$	
<b>TOTAL BUDGET</b>	\$	\$	

**Exhibit 5  
Budget & Match Document  
Challenge Grant**

**All Projects**

<b>Eligible Activity</b>	<b>Funding Request</b>	<b>Match Provided</b>	<b>Individual Served</b>
<b>1.</b>	<b>\$</b>	<b>\$</b>	
<b>2.</b>	<b>\$</b>	<b>\$</b>	
<b>3.</b>	<b>\$</b>	<b>\$</b>	
<b>4.</b>	<b>\$</b>	<b>\$</b>	
<b>5. Administration 8%</b>	<b>\$</b>	<b>\$</b>	
<b>TOTAL BUDGET</b>			

### Exhibit 6 – Budget Narrative

**Complete one (2) Exhibit 6 – Budget Narrative Form for each proposed activity.**

List all positions titles, percentage of time, salaries, wages, and benefits of **direct service personnel** being requested under this source of funding:

	% Time Salary & Wages	Description	Justification
<i><b>Example:</b></i>  Case Manager	80%	Salaries, benefits and other cost associated with case management.	80% of FTE – Case Manager on ESG:  \$14.00 per hour *30 hours per week *52 weeks per year + 7% Taxes, Workers Compensation Insurance, Payroll Processing Fees + 8% Medical Insurance = \$25,116 per year

Eligible Activity	Maximum Monthly	Maximum Number of Months	Maximum Allowable Per Client
<i>Example</i>			
<i>Rental Assistance Documented allowable Rental Assistance to eligible households. Cost are limited to short or medium-term rental assistance and a one-time payment of rental arrears.</i>	<i>No more than Fair Market Rent (FMR):  Studio = per month 1 Bedroom = per month 2 Bedroom = per month 3 Bedroom = per month</i>	<i>Short Term Rental 1-3 Months  Medium Term Rental 4-18 Months  Rental Arrears up to 3 Months</i>	\$8,000
<i>Financial Assistance Documented allowable</i>	<ul style="list-style-type: none"> <li>• <i>Utility Payments up to 18 Months = \$200</i></li> <li>• <i>Last Month's</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Utility Payments (1-18 Months)</i></li> <li>• <i>Last Month's Rent (One Time)</i></li> </ul>	\$4,000

<p><i>Financial Assistance to eligible households. Costs are limited to security deposit, last month's rent, utility deposits, utility arrears and utility payments.</i></p>	<p><i>Rent – One Time = FMR</i></p> <ul style="list-style-type: none"> <li>• <i>Rental Security Deposit – One Time = Not more than (1) month FMR</i></li> <li>• <i>Utility Deposit – One Time = \$300</i></li> <li>• <i>Utility Arrears – One Time = \$300</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Rental Security Deposit (One Time)</i></li> <li>• <i>Utility Deposit (One Time)</i></li> <li>• <i>Utility Arrears (One Time)</i></li> </ul>	
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List all position titles, percentage of time, salaries, wages, and benefits of **administrative personnel** being requested under this source of funding:

Position	% Time, Salary & Wages	Description	Justification
<b>Example:</b>  Grants Administrator	2%	Fiscal and administrative salaries and benefits necessary to carry out the administrative obligation of the grant. Preparation of Reports, Monthly Invoice, and Internal Program Monitoring.	2% of FE – Grants Administrator Personnel Wages  \$45,000 Annually *2% +7% Taxes, Workers Compensation Insurance, Payroll Processing Fees +12% Medical Insurance = \$1,053 per year

At a minimum ensure the is adequate detail included to for the following criteria:

- Description of the proposed Personnel Costs, including Fringe Benefits  
Justification for the proposed Personnel Costs, including Fringe Benefits.
- Description of the proposed Client Financial Assistance Cost.  
Justification for the proposed Client Financial Assistance Cost.
- Description of the proposed Other Program Operation Costs.  
Justification for the proposed Other Program Operation Costs.
- Description of the proposed Administrative Costs.  
Justification for the proposed Administrative Costs.

**Exhibit 7**  
**ESG Written Standards**

At a minimum, the written standards must include the information below:

**Street Outreach**

- Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG
- Standards for targeting and providing essential services
- Where and how clients will be served
- What constitutes a client
- Documentation needed for clients, if any
- HMIS participation; and -
- Coordination of mainstream benefits/coordinated assessment.

**Rapid Re-housing and Homelessness Prevention**

- Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG;
- Policies and procedures for determining and prioritizing which eligible families and individuals will receive rapid re-housing assistance;
- Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving rapid re-housing assistance;
- Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time;
- Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, to the rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.
- HMIS participation; and
- Coordination of mainstream benefits/coordinated assessment.