



REQUEST FOR PROPOSALS
FY24-25 FL-508 DCF Funds

Emergency Solutions Grant (ESG), Challenge Grant,
and Temporary Assistance for Needy Families

RELEASE DATE: Friday, May 24, 2024

RFP (Request for Proposals) CLOSING DATE: Thursday, June 20, 2024, at 11:59 PM

<https://keystohome.org/funding-opportunities/2024-dcf-funding/>

To receive full support in the submission of your proposal please ensure you have done the following:

1. **Be a dues paying CoC (Continuum of Care) Member.** If you are unsure of your membership status, please contact JoeAnn Spencer via email at jspencer@unitedwayncfl.org. Membership dues must be paid no later than the first business day following an award notification. Failure to pay dues may result in loss of funding.
2. **Submit a letter of intent to apply for funding by May 30th, 2024,** to Amber Miller at amiller@unitedwayncfl.org by 5:00 p.m. EST. Letter of intent must be submitted from your organization's President/CEO/Executive Director or Board Chair. Letter must include:
 - a. Funding source(s) you intend to apply for (ex: Challenge, ESG, TANF)
 - b. Program component(s) (ex: Street Outreach, Rapid Rehousing, etc.)
 - c. Anticipated funding request for each program
3. **Attend the Informational Meeting on May 29 at 10:00 a.m.** This meeting will be held via Zoom. You can register to attend the meeting by clicking this link: Keys to Home FY24-25 RFP Information Session. At least one member of your agency involved with RFP submission must be in attendance.

RFP Inquiries: Applicants shall submit all questions concerning the scope of services, eligibility, and/or programmatic requirements of this funding opportunity in writing by email only and directed to amiller@unitedwayncfl.org no later than 72-hours prior to the RFP Submission Date. To ensure a fair and open process, all questions submitted will be emailed to the party that has submitted the question, along with Keys to Home's written response on the Keys to Home website.

Table of Contents

A. Introduction	4
B. Anticipated Funding	4
Challenge Grant	4
Emergency Solutions Grant (ESG)	5
Temporary Assistance for Needy Families (TANF) Grant	5
C. Project Applicant Eligibility	6
D. Local Priorities	7
E. Best Practices and Service Approach	7
F. Additional Requirements	9
G. Invoicing and Reporting	10
H. Risk Management	11
I. Submission Information	12
J. Review and Selection	14
K. Terms and Conditions	14
L. Appendix	15
Attachment A – RFP Timeline	16
Attachment B – HUD Definition of Homeless	18
Attachment C – HUD Definition of At-Risk of Homelessness	20
Attachment D – ESG Program Components Quick Reference	21
Attachment E – Application Scoring Sheet	23
Attachment F – Conflict of Interest Information Sheet	27

A. INTRODUCTION

The Florida State Office on Homelessness, through the Department of Children and Families (DCF), has made funds available under the Unified Homelessness Grant Program (Florida). Within this contract, applicants are given the opportunity to apply for Challenge Grant, Emergency Solutions Grant (ESG), and Temporary Assistance for Needy Families (TANF). CoC FL-508, Keys to Home, has been awarded \$375,250 under the State Unified Homelessness Grant. Through this Request for Proposals (RFP), Keys to Home seeks applications from qualified non-profit organizations to provide services to individuals and families experiencing homelessness or who are at risk of homelessness in Alachua, Bradford, Gilchrist, Levy, and Putnam counties in the state of Florida.

B. ANTICIPATED FUNDING

The total award amount available through this RFP is \$375,250 to support the Eligible Activities as described below. These grant funds are for activities performed for the fiscal year of July 1, 2024, through June 30, 2025. Project applicants must submit one application for their organization. The application allows each organization to submit a separate proposal for each grant / program funding source. Below is a breakdown of the amount of funding available for each grant:

I. Challenge Grant	
<p>Challenge Grant funding shall be used locally to assist those individuals or households who are homeless, or those at risk of becoming homeless. The Challenge Grant eligible activities promote the development of housing programs, and service projects. The funds must be used to assist those clients as defined as homeless in section 420.621(5), Florida Statutes. The grant's intent is to help implement the goals and action steps outlined in the annual CoC Consolidated Plan, separate from the HUD CoC and ESG Written Standards.</p> <p>Housing: Example – Homeless Prevention, Rapid Rehousing, Transitional Housing and Permanent Housing</p> <p>Program: Example – Case Management, Emergency Shelter, and Hotel Vouchers (where no available shelter occupancy exists)</p> <p>Service: Example – Transportation, Life Skills, Employment, State ID, Birth Certificate</p> <p>There will be deliverable requirements based on the amount of the award.</p>	<p>Allocated Funds: \$86,000 (Tentative)</p> <p>Keys to Home 10% Admin: \$8,600</p> <p>Award Amount Available: \$77,400</p> <p>Match Requirement: 25%</p>

II. Emergency Solutions Grant (ESG)	
<p>Eligible Activities for the Emergency Solutions Grant program, as described in 24 CFR Part 576, are allowable under this RFP. Allowable components include Street Outreach, Emergency Shelter, Homeless Prevention, Rapid Rehousing, and HMIS*.</p> <p>The purpose of the ESG program is to provide funding to: (1) engage homeless individuals and families living on the streets through outreach contacts; (2) improve the number and quality of emergency shelters for homeless individuals and families and help operate these shelters; (3) provide essential services to shelter residents, (4) prevent individuals and families from becoming homeless, and (5) rapidly re-house literally homeless individuals and families.</p> <p>FY24-25 ESG Budget</p> <ul style="list-style-type: none"> • Admin – 5% - \$12,850 (for Lead Agency) • Emergency Shelter – 15% - \$38,550 • HMIS* - 5% - \$12,850 • Homeless Prevention – 30% - \$77,100 • Rapid Re-Housing – 45% - \$115,650 <p>*Subrecipients applying for HMIS funds must apply for one additional component under the ESG program.</p> <p>There will be deliverable requirements based on the amount of the award.</p>	<p>Allocated Funds: \$257,000 (Tentative)</p> <p>Keys to Home 5% Admin: \$12,850</p> <p>Award Amount Available: \$244,150</p> <p>Match Requirement: 100%</p>
III. Temporary Assistance for Needy Families (TANF) Grant	
<p>The purpose of the TANF Homelessness Prevention Grant program is to assist eligible families to prevent the family from becoming homeless and to maintain stable housing following the assistance from the grant. The Homelessness Prevention Grant may be used to pay the following costs to assist eligible families avoid homelessness:</p> <ul style="list-style-type: none"> • Past due rent or mortgage payments, not to exceed two (2) months of rent or mortgage payment. • Past due utility bills, not to exceed two (2) months in arrears for electric, gas, water, and sewer only. <p>Staff and operating costs for the provision of the required case management services to be provided to eligible families assisted.</p>	<p>Allocated Funds: \$32,250 (Tentative)</p> <p>Keys to Home 3% Admin: \$967.50</p> <p>Award Amount Available: \$31,282.50</p>

<p>Households served must be under 200% of the federal poverty guideline as identified by HHS.</p> <p>There will be deliverable requirements based on the amount of the award.</p>	<p>Match Requirement: 0%</p>
--	---

C. PROJECT APPLICANT ELIGIBILITY

1. Eligible Applicants

Eligibility is limited to 501(c)(3) non-profit organizations

2. Minimum Qualifications

To be considered for selection, the following minimum qualifications must be met:

- The application is complete and is received by the deadline.
- 501(c)(3) non-profit organizations must have an active registration with the System for Awards Management (SAM) to receive funding through this RFP. This registration must be configured to be publicly searchable. Entities may obtain their Unique Entity ID via SAM registration by visiting www.sam.gov. Applicants who are unable to complete the SAM registration process prior to the RFP Submission Deadline must submit evidence that the process has been initiated by email to amiller@unitedwayncfl.org prior to the RFP Submission Deadline to be eligible for consideration for funding. If awarded, the award will be contingent on successful completion of the SAM registration process.
- Applicants must demonstrate having the fiscal capacity to successfully and accurately manage multiple contracts, allocate funds, and track expenses by fund. Applicants must demonstrate they have liquid cash funds supporting at least 2 months of project operation and expenses.
- Your organization must have Articles of Incorporation.
- Your organization must have an active Board of Directors with the following components:
 - Bylaws
 - Regular Scheduled Meetings
 - Meeting Minutes
 - Financial Oversight
- Your organization must have strong financial policies and procedures, including the following:
 - Board approved annual budget and oversight;

- Annual audit, annual review, or financial compilation;
 - Designated finance person with separation of duties; and
 - Cash reserves for grants that reimburse expenses or require matching funds.
- Your organization must be registered with the Division of Corporations (sunbiz.org).
 - Your organization must be registered with the Florida Department of Agriculture & Consumer Services: Solicitation of Contribution (fdacs.gov).
 - Your organization must submit a match letter in accordance with the grant for which you applied. Post-award, your organization will submit a monthly match roll-up report as proof of meeting match requirements.

D. LOCAL PRIORITIES

In keeping with Keys to Home’s primary purpose of preventing and ending homelessness, applicants that propose activities that assist individuals and families experiencing homelessness to acquire 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.

Additionally, prioritization will be given to projects that serve rural counties within the CoC geographic region; provide client-focused, trauma-informed, and culturally competent services to historically underserved or marginalized groups, including individuals and families with recent history of public institutionalism, seniors, veterans, LGBTQ+, communities of color, and Native and Indigenous communities. Prioritization will be given to applicants that effectively demonstrate how their proposed projects will:

1. Reduce chronic homelessness;
2. Reduce unsheltered homelessness;
3. Prevent homelessness – or – first time homelessness;
4. Reduce the length of time persons experience homelessness;
5. Reduce returns to homelessness; and
6. Increase housing placement retention.

E. BEST PRACTICES AND SERVICES APPROACH

1. Low Barrier Approach

Low Barrier is an approach through which a minimal number of expectations are placed on persons who wish to participate in services. The aim of a low barrier approach, as it pertains to emergency shelter, supportive services, rental assistance, and any other activity eligible under this RFP is to have as few barriers and rules as possible to allow as many individuals as possible to access services

by meeting them “where they’re at” rather than requiring that they meet eligibility milestones, such as abstaining from substance use for a specific length of time prior to being eligible to receive services. This often means that people staying in low-barrier shelters or participating in other eligible services are not expected to abstain from using alcohol, forced to enter treatment or case/care management, or other rules as a condition of continued participation. Provision for low barrier services means not screening people out of services, but rather using assessments and case management to design personalized service plans for each participant. Dismissals (asking a client to leave or discontinuing their services) are to be a last resort only, and used only in cases in which a participant poses imminent danger to other participants or staff. In cases in which a participant is dismissed, the dismissal is not to be permanent.

2. Housing First

Housing First is an approach guided by the belief that housing is the solution to homelessness and that housing should be used as a tool to promote stabilization, rather than a reward for having stabilized. This strategy prioritizes successfully connecting individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment, or service participation requirements. Participants in services at funded programs are to be moved into independent and permanent housing as quickly as is safe and appropriate, then provided with additional support and services as needed. Additionally, Housing First is based on the theory that client choice is valuable in housing selection and supportive services participation.

3. Trauma Informed

Trauma-Informed Care (TIC) is an approach in the human service field that assumes that an individual is more likely than not to have a history of trauma. Trauma-Informed Care recognizes the presence of trauma symptoms and acknowledges the role trauma may play in an individual’s life – including service staff. Keys to Home expects service delivery that is grounded in an understanding of the causes and consequences of trauma and promotes resilience and healing. Trauma-informed organizations ensure that mission, culture, and practice are aligned to recognize and support trauma-survivors.

4. Fair Housing and Equal Access

The CoC is required to affirmatively market all housing and supportive services to eligible persons regardless of race, color, national origin, religion, sex, age, familial status, or disability who are least likely to apply in the absence of special outreach. Mandated by the Equal Access Rule, housing assisted by HUD and made available through the CoC must also be made available to individuals and families without regard to actual or perceived sexual orientation, gender identify, or marital status in accordance with 24 CFR 5.105 (a)(2). Individual organization policies pertaining to affirmatively furthering fair housing may not be used in lieu

of this policy; rather they should be used in conjunction with this CoC mandated policy. Keys to Home CoC FL-508 ensures that persons with disabilities have equal access to services through compliance with the requirements of Title II and Title III of the Americans with Disabilities Act. Keys to Home CoC FL-508 does not discriminate against individuals with disabilities based on disability in the CoC's services, programs, or activities.

F. ADDITIONAL REQUIREMENTS

1. Continuum of Care Participation

Keys to Home CoC FL-508 is a collaborative of service providers and key stakeholders who are committed to preventing and ending homelessness in Alachua, Bradford, Gilchrist, Levy, and Putnam counties in Florida. As a condition of award, grantees must commit to sending representation to the CoC General Membership Meetings, Coordinated Entry Meetings, HMIS and Data Performance Committee Meetings, and participate in the annual Point-in-Time and Housing Inventory Count.

2. 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 in need of housing interventions enter the CES through undergoing a standardized assessment that measures their needs and strengths 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 Conferencing process.

Keys to Home also requires that any funded provider through Keys to Home 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 extent possible.

3. Homeless Management Information System (HMIS) Participation

The Homeless Management Information System (HMIS) is a local information technology system used to collect client-level data and data on the provision of housing and other services to homeless individuals and families and persons at risk of homelessness on a community-wide basis. Keys to Home CoC FL-508 administers the local HMIS with the software vendor being Wellsky/Community Services. Project applicants awarded funds must enroll program participants,

track service delivery, and develop progressive case plans in this community-wide data system, in accordance with HMIS Technical and Data Standards.

Each organization is required to have at least one HMIS License currently costing \$348.00 for the first license and \$174 for each additional license. This fee will be invoiced annually by the Keys to Home Collaborative Applicant which serves as the HMIS Lead for the CoC. Awardees will be required to budget for their HMIS license(s).

Applicants are responsible for adhering to all applicable laws with regards to safeguarding the personal information of the persons they serve. The applicant is responsible for informing Keys to Home in the narrative section(s) of their responses to this RFP of any restrictions that may preclude them from entering client data into the local HMIS. However, the project applicant must identify and purchase software for a comparable database for the client-level data collection and reporting to the HMIS Lead per HUD guidelines.

Applicants must actively participate in HMIS or begin participation post-award, according to HMIS Data Standards and applicable rules of the state or federal funder.

Your organization's HMIS Agency Admin and Security Office must regularly attend HMIS and Data Performance Committee meetings.

4. Personnel Requirements

Organizations who are awarded grant-funding must have key staff with job descriptions and/or resumes for the following positions, including but not limited to:

- Program Manager
- Case Manager
- Accountant or Bookkeeper
- HMIS Data Entry (Agency Admin and Security Officer)
- Quality Control

All staff members who are paid by the grant or complete grant activities must pass a DCF Level 2 Background Screening prior to hire date, performing any work related to the grant and/or gaining access to the live HMIS.

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

G. INVOICING AND REPORTING

This grant is cost-reimbursement, meaning that the grantee must expend their own funds first before submitting for reimbursement. Grantees will be expected to provide monthly invoices, status reports, roll-up reports as well as expenditure supporting documentation and receipts no later than the 5th of the month following service delivery. Grantees are expected to monitor their data quality through Annual Performance Reports and CAPER reports to ensure monthly reporting is accurate. On a monthly basis, the provider must certify that the data quality in HMIS is maintained according to CoC standards and with no more than a 3% error rate in any data quality measurement. Certifications will be validated by the CoC HMIS Administrator.

H. RISK MANAGEMENT

1. Reporting of Critical Incidents

All providers are required to report critical incidents to the Continuum of Care (CoC) within 24 hours. Reports must be submitted in writing using the standardized online incident reporting tool provided by the CoC. This tool will ensure that all necessary details are captured and that the CoC is promptly informed of any incidents that may impact the safety and well-being of clients, staff, or any member of the community. During the award and contracting process, instructions for accessing the reporting tool will be provided.

2. Insurance Requirements

All providers must maintain comprehensive insurance coverage to protect against potential risks. Proof of insurance coverage will be required during the award and contracting process. Failure to maintain adequate insurance coverage may result in the termination of the provider's contract with the CoC. The following coverage is required for all providers:

- Commercial General Liability Insurance with minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury and property damage and \$2,000,000 annual aggregate. The policy must be without restrictive endorsements excluding or limiting coverage for:
 - Premises and/or operations
 - Independent contractors
 - Products and/or Completed Operations for contracts
 - Broad Form Contractual Coverage applicable to this specific Agreement, including any hold harmless and/or indemnification agreement

- Personal Injury Coverage with Employee and Contractual Exclusions removed, with minimum limits of coverage equal to those required for Bodily Injury Liability and Property Damage Liability.
- Business Automobile Liability Insurance, if driving will be required in the performance of duties under the Agreement, with minimum limits of \$500,000 per occurrence, combined single limit for bodily injury and property damage. The policy must be without restrictive endorsements excluding or limiting coverage for:
 - Owned Vehicles
 - Hired
 - Non-Owned Vehicles, including Employers' Non-Ownership
 - Any Auto
 - Scheduled Autos (Scheduled autos must be listed on the Certificate of Insurance)
- Workers' Compensation Insurance applies for all employees in accordance with state statutes and all federal laws. Operations in Florida must comply with Florida Statutes, Chapter 440 as amended from time to time, Florida laws and all federal laws. The policy must include Employers' Liability with minimum limits of \$100,000 for each accident. Elective exemptions or coverage through an employee leasing arrangement will not satisfy this requirement.
- Professional Liability Insurance is required for any medical treatment, diagnosis, assessment, medical services, including psychological assessment, treatment, counseling, therapy, prescription of drugs, contact with juveniles, elderly, persons with special needs, or other vulnerable populations with minimum limits of \$1,000,000 per occurrence. Coverage must remain in force for one (1) year after the administration of such services.

I. SUBMISSION INFORMATION

Your organization must write a grant application and narrative that identifies the grant component and eligible activities you intend to use to serve eligible program participants in accordance with the HUD Homeless Definition for Emergency Solutions Grant and Challenge Grant, the At-Risk of Homelessness Definition for Emergency Solutions Grant only, and in Section 414.161(5), F.S., for the TANF Grant.

The HUD Homeless Definition and Recordkeeping Criteria form can be located as Attachment B. The At-Risk of Homelessness Definition form can be located as Attachment C. The Emergency Solutions Grant Quick Reference tool which lists all eligible activities under the program can be located as Attachment D. You will use the HUD Homeless Definition and Recordkeeping Criteria form for the Challenge and

Emergency Solutions Grant to write your project application.

This RFP does not contain all the necessary information required to perform the grant. Additional details will be provided through a comprehensive technical assistance session with the CoC Lead Staff upon award notification.

1. Required Forms

The online Application can be accessed by [clicking here](#). There is a requirement to submit a Budget Narrative 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.

2. Submission Dates and Times

- Each entity desiring to submit a proposal is required to submit a letter of intent to apply to amiller@unitedwayncfl.org no later than May 30, 2024, at 5:00 p.m. EST. This letter of intent should include all activity areas for which the organization plans to apply for funds, by naming the Grant and Program Component / Activity.
- Proposal applications will be accepted no later than 11:59 p.m. EST, June 20, 2024. Please consult the Keys to Home DCF RFP Timeline (Attachment A) in this document to ensure your proposal meets all the required responses in the identified time frames.

3. Notifications

Applicants will be generally notified regarding the results of funding decisions by June 30, 2024. Delays in responding to requests for clarification or additional information on the part of an applicant may delay such decisions.

4. Technical Considerations

- Applicants with disabilities in need of reasonable accommodation to access and/or submit the Application Form may send a Reasonable Accommodation Request to amiller@unitedwayncfl.org. Keys to Home suggests that Reasonable Accommodation Requests be submitted at least 14 days prior to the submission deadline.
- 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 Keys to Home by email at amiller@unitedwayncfl.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 Keys to Home Leadership Council Executive Committee and will be final.

J. REVIEW AND SELECTION PROCESS

All applications that are submitted within the submission period will be reviewed by the CoC Rank and Review Committee. Project applications submitted by organizations must meet all requirements, regulations, eligible activities, priorities, and application instructions of this RFP. The CoC Rank and Review Committee will evaluate project applications in accordance with the Evaluation Matrix (Attachment E). Project applications scoring below 80 may not be considered for funding. Funding is dependent on the number of high scoring proposals and may result in an award either higher or lower than the initial proposal. There will be a negotiation period on deliverables and funding awards after the top 3 proposals have been evaluated and identified.

K. TERMS AND CONDITIONS

1. Inquiries

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 amiller@unitedwayncfl.org. Such questions concerning the RFP process shall be submitted no later than 72 hours prior to 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 on a weekly basis without attribution to the party that has submitted the question, along with Keys to Home's written response at <https://keystohome.org/funding-opportunities/2024-dcf-funding/>. Keys to Home 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. Keys to Home makes no guarantees that the party submitting the question will not or cannot be identified by another party.

The Collaborative Applicant is expected to change as of July 1, 2024. As a result, you may receive communications pertaining to this RFP from a different entity after the initial award decision.

2. Objections to Terms

Should an Applicant object on any ground to any provision or legal requirement set forth in this RFP, the Applicant must, no later than 72 hours prior to the Submission Deadline, provide written notice to Keys to Home setting forth with specificity the grounds for the objection. The failure of the Applicant to object to

the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

3. Change Notices

Keys to Home may modify the RFP, prior to the Submission Deadline, by issuing Addenda to the RFP, which will be posted at <https://keystohome.org/funding-opportunities/2024-dcf-funding/>. The Applicant shall be responsible for ensuring that its application reflects all Addenda issued by Keys to Home prior to the Submission Deadline regardless of when the application is submitted. Therefore, Keys to Home recommends that the Applicant consult the website weekly, including shortly before the Submission Deadline, to determine if the Applicant has downloaded all RFP Addenda.

4. Errors and Omissions

Applicants are responsible for reviewing all portions of this RFP. Applicants are to promptly notify Keys to Home, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to Keys to Home promptly after the discovery. Failure by Keys to Home to object to an error, omission, or deviation in the application will in no way modify the RFP or excuse an Applicant from full compliance with the specifications of the RFP if awarded.

5. Financial Responsibility

Keys to Home and the Collaborative Applicant 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 Keys to Home and the Collaborative Applicant and may be used by Keys to Home and the Collaborative Applicant in any way deemed appropriate.

L. APPENDIX

Attachment A

2024 Keys to Home FL-508 RFP (DCF) Timeline

Date	Task	Details
May 17, 2024	Announcement Kickoff	Announce funding opportunity at May CoC General Membership Meeting
May 24, 2024	Posting of Application	To apply for FY24-25 DCF funding, please visit our website at keystohome.org Keys to Home will post public notification of the RFP Application and Funding Opportunity via CoC Website, CoC Facebook Page, and email to CoC Listserv.
May 29, 2024 10:00 a.m. EST	Mandatory Informational Meeting	An informational meeting will be hosted by Keys to Home to answer any questions about Funding and the RFP process with potential applicants via Zoom. Notice and links to this meeting will be posted at keystohome.org .
May 30, 2024 5:00 p.m. EST	Letter of Intent to Apply Due	The letter of intent to apply is to be submitted on company letterhead, coming from the organization President/CEO/Executive Director or Board Chair. The letter of intent should include all activity areas for which the organization plans to apply for funds, by naming the Grant and Program Component / Activity. Include anticipated funding request. The letter must be submitted to amiller@unitedwayncfl.org .
June 20, 2024 11:59 p.m. EST	RFP Submission Due	All proposals and required documents must be submitted via online link.
June 24-26, 2024	Keys to Home Rank and Review Committee Meets	The CoC Rank and Review Committee will review all proposals to ensure all required information is part of the proposal. The Committee will submit any clarifying questions to Keys to Home staff to have applicants provide responses for evaluation and scoring. The Committee will evaluate and score all proposals, will review projects, evaluate, score, and rank proposals.

June 26, 2024 5:00 p.m. EST	Applicant Notification of Ranking Score	Keys to Home will notify all project applicants
June 27, 2024 5:00 p.m. EST	Appeals	Applicants with lower scores may appeal their scoring by submitting an email to amiller@unitedwayncfl.org .
June 28, 2024	Appeals Response Keys to Home Executive Committee Meeting to Review and Accept Funding Recommendations	Rank and Review Committee reviews and responds to appeals. Keys to Home Leadership Council Executive Committee will review the Rank and Review Committee's recommendations for funding.
June 30, 2024	Notice of Awards	Keys to Home staff will issue notices of awards to Applicants point of contact and Collaborative Applicant
TBD	Subgrantee Agreements	Subgrantee contracts for funding will be initiated by the Collaborative Applicant upon issuance of FY24-25 Grant Agreement between DCF and the Collaborative Applicant.




Homeless Definition

CRITERIA FOR DEFINING HOMELESS	Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u> (iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
	Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; <u>and</u> (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
	Category 3	Homeless under other Federal statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: <ul style="list-style-type: none"> (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u> (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
	Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; <u>and</u> (iii) Lacks the resources or support networks to obtain other permanent housing



Homeless Definition

RECORDKEEPING REQUIREMENTS 	Category 1	Literally Homeless	<ul style="list-style-type: none"> • Written observation by the outreach worker; <u>or</u> • Written referral by another housing or service provider; <u>or</u> • Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter; • For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> ○ discharge paperwork <u>or</u> written/oral referral, <u>or</u> ○ written record of intake worker's due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> • A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u> • For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u> • A documented and verified oral statement; <u>and</u> • Certification that no subsequent residence has been identified; <u>and</u> • Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> • Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u> • Certification of no PH in last 60 days; <u>and</u> • Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u> • Documentation of special needs <u>or</u> 2 or more barriers
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> • <i>For victim service providers:</i> <ul style="list-style-type: none"> ○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker. • <i>For non-victim service providers:</i> <ul style="list-style-type: none"> ○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u> ○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u> ○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.



At Risk of Homelessness

CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS	Category 1	Individuals and Families	An individual or family who: <ul style="list-style-type: none"> (i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u> (ii) Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; <u>AND</u> (iii) Meets one of the following conditions: <ul style="list-style-type: none"> (A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u> (B) Is living in the home of another because of economic hardship; <u>OR</u> (C) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; <u>OR</u> (D) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; <u>OR</u> (E) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; <u>OR</u> (F) Is exiting a publicly funded institution or system of care; <u>OR</u> (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient’s approved Con Plan
	Category 2	Unaccompanied Children and Youth	A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute
	Category 3	Families with Children and Youth	An unaccompanied youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under section 725(2) of the McKinney-Vento Homeless Assistance Act, and the parent(s) or guardian(s) or that child or youth if living with him or her.

Emergency Solutions Grants (ESG) Program Components Quick Reference



Emergency Solutions Grants (ESG) funds can be used to provide a wide range of services and supports under the five program **components**: Street Outreach, Emergency Shelter, Rapid Re-housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is not a component, it is considered an activity. * **Always refer to the program regulations at 24 CFR Part 576 for complete information about all eligible costs and program requirements.**

Component: 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 type: Essential Services	
<u>Eligible costs:</u> <ul style="list-style-type: none"> <li style="width: 50%;">• Engagement <li style="width: 50%;">• Emergency Mental Health Services <li style="width: 50%;">• Case Management <li style="width: 50%;">• Transportation <li style="width: 50%;">• Emergency Health Services <li style="width: 50%;">• Services for Special Populations 	

Component: Emergency Shelter. These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102			
Activity types:			
Essential Services	Renovation (also includes Major Rehab and Conversion)	Shelter Operations	Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Case management • Child Care • Education Services • Employment Assistance and Job Training • Outpatient Health Services • Legal Services • Life Skills Training • Mental Health Services • Substance Abuse Treatment Services • Transportation • Services for Special Populations 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Labor • Materials • Tools • Other costs for renovation (including rehab or conversion) 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Maintenance • Rent • Security • Fuel • Equipment • Insurance • Utilities • Food • Furnishings • Supplies necessary for shelter operation • Hotel/Motel Vouchers 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Relocation payments • Other assistance to displaced persons

Component: Rapid Re-Housing. These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.104

Activity types:		
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

Component: Homelessness Prevention. These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103

Activity types:		
Rental Assistance**	Housing Relocation and Stabilization Services	
	Financial Assistance	Services Costs
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Short-term rental assistance • Medium-term rental assistance • Rental arrears <p>**Rental assistance can be project-based or tenant-based.</p>	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs 	<u>Eligible costs:</u> <ul style="list-style-type: none"> • Housing Search and Placement • Housing Stability Case Management • Mediation • Legal Services • Credit Repair

HMIS Component. These activities are designed to fund ESG recipients' and subrecipients' participation in the HMIS collection and analyses of data on individuals and families who are homeless and at-risk of homelessness. § 576.107

Activity type: HMIS
<u>Eligible costs:</u> <ul style="list-style-type: none"> • Contributing data to the HMIS designated by the CoC for the area; • HMIS Lead (as designated by the CoC) costs for managing the HMIS system; • Victim services or legal services provider costs to establish and operate a comparable database.

***Administrative Activities. § 576.108**

- Eligible costs are broadly categorized as follows:
- General management, oversight, and coordination
 - Training on ESG requirements
 - Consolidated Plan
 - Environmental review

Attachment E

Application Scoring Sheet

2024 Keys to Home FL-508 RFP (DCF) – Project Review Evaluation Matrix

Organization Name: _____

Project Name: _____

Date: _____ Applicant Name: _____

FINANCIAL INFORMATION	
CoC Funding Requested	\$
Match Funds	\$
Total Project Cost	\$

APPLICANT ELIGIBILITY		
<i>A TOTAL OF 10 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Applicant is a registered 501(c)(3)		1
Applicant is registered with the System for Awards Management (SAM)		1
Applicant proposal demonstrates the fiscal capacity to successfully and accurately manage multiple contracts, allocate funds, and track expenses by fund.		1
Applicant demonstrates adequate cash flow to support the cost-reimbursement nature of the grant, including a minimum of 2 months of reserves to support project operation and expenses		1
Applicant provided Articles of Incorporation		1
Applicant attested to having an active Board of Directors with the following components: bylaws, regular scheduled meetings, meeting minutes, and financial oversight.		1
Applicant demonstrated strong financial policies and procedures		1
Applicant organization is registered with the Division of Corporation (sunbiz.org)		1
Applicant is registered with the Florida Dept. of Agriculture & Consumer Services: Solicitation of Contributions		1
Applicant submitted match letter(s) in accordance with each grant applying for.		1
Total Points Awarded		10

LOCAL PRIORITIES, BEST PRACTICES AND SERVICES APPROACH		
<i>A TOTAL OF 10 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Does the proposal identify and work to reduce chronic homelessness?		1
Does the proposal work to reduce unsheltered homelessness?		1
Does the proposal work to prevent homelessness or first-time homelessness?		1
Does the proposal work to reduce the length of time persons experience homelessness?		1
Does the proposal work to reduce the number of returns to homelessness?		1
Does the proposal work to increase retention of housing placements?		1
Does the applicant proposal demonstrate their organization follows best practices and services approach for one or more of the following: <ul style="list-style-type: none"> • Low Barrier • Housing First • Trauma Informed • Fair Housing and Equal Access <i>(1 point per best practice/approach)</i>		4
Does the proposal intend to serve rural counties (Bradford, Gilchrist, Levy, and/or Putnam)?		5
Does the Applicant organization reside in a rural county (Bradford, Gilchrist, Levy, and/or Putnam)?		5
Total Points Awarded		20

ADDITIONAL REQUIREMENTS		
<i>A TOTAL OF 15 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Has the applicant been actively participating with the CoC for at least one year OR commits to participating?		4
Does the applicant participate in the CoC's Coordinated Entry System (CES) OR commit to participating in CES? Full points awarded if applicant effectively demonstrates participation through service as an entry point, accepting CoC referrals through CES, and/or attending Case Conferencing.		4
Does the applicant participate in the CoC's Homeless Management Information System (HMIS) or commit to participating in HMIS? Full points awarded if CoC HMIS Administrator confirms applicant has a demonstrated record of maintaining data quality.		4
Does the applicant attest to personnel requirements as outlined in RFP?		3
Total Points Awarded		15

HUD PRIORITIES		
<i>A TOTAL OF 20 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Ending homelessness for all persons		2
Use a housing first approach		2
Reducing unsheltered homelessness		2
Improving system performance		2
Partnering with housing, health, and service agencies		5
Racial equity		5
Improving assistance to LGBTQ+ Individuals		5
Utilizing persons with lived experience		2
	Total Points Awarded	25

PROGRAM EXPERIENCE		
<i>A TOTAL OF 30 POINTS CAN BE AWARDED</i>	Points Awarded	Max Value
Applicant describes previous experience of working with proposed population, services to be provided and number of persons to be served in the application. If the Applicant includes discussion of any Evidence Based Practice (“EBP”), Evidence Informed Models (“EIM”)/Promising Practice (“PP”) to be used in the service delivery, they addressed model use, training, and potential fidelity issues.		10
Applicant describes the implementation and use of “housing first” approach via 1) Eligibility Criteria 2) Process for accepting new clients 3) process and criteria for exiting clients. Applicant demonstrates a history of permanent housing placements in a reasonable length of time.		10
Applicant describes experience undertaking and managing similar projects for people experiencing/at risk of homelessness and has sufficient management resources available to successfully implement a compliant program. Proposal describes the Applicant’s implementation of a quality management plan and expected service improvements for the proposed population of focus resulting from its implementation.		10
	Total Points Awarded	30

TOTAL APPLICATION POINTS: ____/100

Attachment F

CONFLICT OF INTEREST INFORMATION SHEET

There are two types of conflict of interests that organizations must be aware of:

1. Individual Conflict

- a. An individual conflict of interest arises when individuals with specific relationships to a recipient or subrecipient directly or indirectly benefits financially or otherwise by the activities carried out using grant funds and/or on behalf of the organization. This includes any decision or activity made by a recipient or subrecipient that gives the appearance of impropriety. Identifying and documenting actual and perceived conflicts of interests is a mechanism used to ensure accountability of program funds. (§ 578.95; § 576.404)
Individuals in this definition include employee, officer, board member, volunteer, and any representative of the organization.
- b. No covered individual who participates in the decision-making process may obtain financial interest or benefit from an activity, have a financial interest in any contract, subcontract, or agreement, either for themselves or immediate family member or business ties, during their tenure or the one-year period following their tenure at the organization.

2. Organizational Conflict

An organizational conflict of interest arises when, because of activities or relationships with other persons or organizations, its representatives or its subrecipient(s) is unable, or potentially unable, to render impartial assistance or perform objectively. Federal regulations identify specific situations when an organizational conflict or the appearance of a conflict, would arise:

- a. When a board member of an applicant organization participates in an organizational decision concerning the award of a grant or provision of other financial benefits, to that applicant organization that the board member represents (§ 578.95(b)).
- b. When the recipient or subrecipient participates in making rent reasonableness determinations and housing inspections on units that the recipient, subrecipient, or related entity owns (§ 578.95(b)).
- c. When the provision or amount of financial assistance is conditioned on an individual's or family's acceptance of emergency shelter or housing owned by the recipient, subrecipient, or parent or subsidiary of the subrecipient (§ 576.404(a)).

- d. When the recipient or subrecipient provides an individual or family with any type of Homelessness Prevention (HP) assistance when the participant is living in housing owned by the recipient, subrecipient, or parent or subsidiary of the subrecipient (§ 576.404(a)).
- e. When the recipient or subrecipient carries out the initial evaluations for Rapid Re-housing (RRH) or Homeless Prevention (HP) assistance for an individual or family when the participant is living in housing owned by the recipient, subrecipient, or parent or subsidiary of the subrecipient (§ 576.404(a)).

Project Applicant Requirement

Organizations who receive grant funding must comply with the conflict-of-interest requirements, including for the procurement of goods, supplies, equipment, or services.

Project applicants must submit their organization's Conflict of Interest Policy as part of the grant application.