



REQUEST FOR PROPOSALS (RFP)
FY24-25 FL-508 DCF Funds

CHALLENGE GRANT - UNSHELTERED

RFP CLOSING DATE: October 25, 2024



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 or Commit to Be if Awarded.** If you are unsure of your membership status, please contact Michael Blessing via email at info@keystohome.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 September 20, 2024**, to Michael Blessing info@keystohome.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. Program component(s) and activities
 - b. Anticipated funding request for each program
3. **Attend the Informational Meeting on September 26th at 2:00 pm.** This meeting will be held via Teams.

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 info@keystohome.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.

A. INTRODUCTION

The Florida State Office on Homelessness, through the Department of Children and Families (DCF), has made funds available to FL-508 to address unsheltered homelessness. The funding is primarily focused on new/existing shelter support and sanctioned camping site support.

B. ANTICIPATED FUNDING

The total award amount available through this RFP is \$291,472.25 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. This is a single term grant. There is no guarantee that Challenge Unsheltered funding is available after June 30, 2025. Project applicants must submit one application for their organization. Below is a breakdown of the amount of funding available:

Challenge Unsheltered Funding Overview	
<p>Challenge Unsheltered funding shall be used locally to provide the following eligible activities:</p> <p>Emergency Shelters/Housing</p> <ul style="list-style-type: none"> • Operating Costs • Staff Costs • Construction • Improvement • Supply Costs <p>Transitional Shelters/Housing</p> <ul style="list-style-type: none"> • Operating Costs • Staff Costs • Construction • Improvement • Supply Costs <p>Non-Congregate Shelters/Housing</p> <ul style="list-style-type: none"> • Hotel/Motel Costs • Housing-Focused Case Management Staff Costs 	<p>Amount Available: \$291,472.25 (Tentative)</p> <p>Match Requirement: 25%</p> <p>Applicants are encouraged to submit applications for activities that demonstrate a <u>direct</u> impact to the reduction of unsheltered homelessness in the CoC.</p>

C. PROJECT APPLICANT ELIGIBILITY

Eligible Applicants

- 501(c)(3) non-profit organizations
- Florida cities, towns, Counties and other established local government entities

Minimum Qualifications

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

- The application is complete and is received by the published 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 info@keystohome.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.

Only proposals that focus on adding new bed capacity for individuals and/or families who are currently unhoused and residing in unsheltered conditions (i.e., camping) will be considered for funding. Failure to meet this requirement will result in disqualification of the application. Proposals that aim to enhance or sustain existing shelter services or capacity will not be funded under this funding opportunity.

This funding opportunity is restricted to projects that serve individuals and/or families currently residing in unsheltered conditions (i.e., camping) within the FL-508 CoC.

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. Applicable Law

All activities funded through this RFP must be eligible pursuant to Florida Statute 420.622(4) and all other applicable state and federal law.

2. 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.

3. 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.

4. 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 Officer must regularly attend HMIS and Data Performance Committee meetings.

5. Organizational Functions Requirement

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

- Program Management
- Case Management and/or Outreach Duties
- 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 all applicable statute, regulation and law.

You can access the online application [here](#). Only eligible applications submitted through this digital tool will be accepted. Organizations that are currently contracted to provide services on behalf of the CoC will have a condensed application process.

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 visiting the [RFP webpage here](#). There is a requirement to submit a Budget Narrative explaining the plan for 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

- 3.** Each entity desiring to apply must submit a letter of intent to apply for funding by September 20, 2024, addressed to Michael Blessing by emailing it to info@keystohome.org by 5:00 p.m. EST. Letter of intent must be submitted from your organization's President/CEO/Executive Director or Board Chair. 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.

- 4.** Proposal applications will be accepted no later than 11:59 p.m. EST, on October 4, 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.

5. Notifications

Applicants will be generally notified regarding the results of funding decisions by October 25th, 2024. Delays in responding to requests for clarification or additional information on the part of an applicant may delay such decisions.

6. Technical Considerations

- 7.** Applicants with disabilities in need of reasonable accommodation to access and/or submit the Application Form may send a Reasonable Accommodation Request to info@keystohome.org. Keys to Home suggests that Reasonable Accommodation Requests be submitted at least 14 days prior to the submission deadline.
- 8.** 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

info@keystohome.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 a 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 Attachment B. 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.

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 info@keystohome.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 www.keystohome.org. 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.

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. Cone of Silence

TaskForce employees, quality raters, and the CoC’s Leadership Council are bound by a Cone of Silence pursuant to the Collaborative Applicant’s organizational policy on procurement. The “cone of silence” refers to a period during which communication is restricted to prevent undue influence or bias in the procurement process. “Advertised meetings” refers to meetings that are posted on this specific webpage with no less than three days notice. The Cone of Silence begins on the date and time the RFP is advertised by TaskForce. The Cone of Silence is terminated when the CoC Director issues a written recommendation to the CoC Leadership Council. During this period, no communication regarding an RFP should occur between potential applicants, and anyone involved in the application, evaluation and decision-making process, except for advertised meetings and as specifically provided in the RFP. No person should ask any party restricted by this policy to deviate from the requirements set forth herein. Questions regarding the RFP can be submitted in writing to info@keystohome.org at any time. All responses will be shared on the CoC website.

4. 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 www.keystohome.org. 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.

5. 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.

6. 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.

Attachment A

2024 Keys to Home FL-508 RFP CHALLENGE UNSHELTERED Timeline

Date	Task	Details
September 13, 2024	Announcement Kickoff	
September 13, 2024	Posting of Application	To apply for FY24-25 DCF funding, please visit our website at keystohome.org
September 20, 2024 at 5pm EST	Letter of Intent to Apply Due	The letter of intent to apply is to be submitted on company letterhead, signed 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. Submit to info@keystohome.org .
September 26, 2024 at 2pm	Mandatory Informational Meeting	An informational meeting will be hosted by Keys to Home about funding and the RFP process with potential applicants via Teams. Notice and links to this meeting will be posted at keystohome.org .
October 4, 2024 11:59pm EST	RFP Submission Due	All proposals and required documents must be submitted
October 11, 2024	Keys to Home Rank and Review Finalization.	The CoC Rank and Review Committee will review all proposals. 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.
October 14, 2024	Applicant Notification of Ranking Score	Keys to Home will notify all project applicants
October 15, 2024	Appeals Due By	Applicants with lower scores may appeal their scoring
October 25, 2024	Notice of Awards	Keys to Home staff will issue notices of awards to Applicants point of contact and Collaborative Applicant

Attachment B

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 20 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
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HUD PRIORITIES		
<i>A TOTAL OF 25 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 C

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 submit a copy of their conflict-of-interest policy upon request and must comply with the conflict-of-interest requirements, including for the procurement of goods, supplies, equipment, or services.