



Unified Homelessness Grant Application through
Department of Children and Families (DCF) for
Fiscal Year 2022-2023

Request for Proposals (RFP)
For State Emergency Solutions Grant CARES Act
Funding First Allocation (ESG-CV3)

Released: April 28, 2023

Applications Due: June 2, 2023

TABLE OF CONTENTS

INTRODUCTION **- 3 -**

A. GENERAL INFORMATION **- 3 -**

B. GRANT INFORMATION **- 4 -**

C. ADDITIONAL INFORMATION **- 5 -**

D. REVIEW, RANK, AND SELECTION PROCESS **- 6 -**

E. TIMELINE **- 7 -**

F. GRANT DETAILS **- 7 -**

G. DEFINITIONS **- 8 -**

H. APPLICATION INSTRUCTIONS **- 12 -**

APPLICATION AND FORMS **-13-**

Introduction

This solicitation is related to funding for the state appropriation for the federally funded Emergency Solutions Grant (ESG) program, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576. Specifically, this solicitation is for the CARES Act Emergency Solutions Grant First Allocation (ESG-CV3).

Homelessness and Housing Alliance (HHA), as the lead agency for the Okaloosa/Walton CoC, has released this Request for Proposals (RFP) because HHA holds the responsibility of ensuring that all available resources to assist those experiencing homelessness and those at-risk of homelessness are strategically used to maximize impact, effectiveness, and alignment with goals to effectively end homelessness. Therefore, HHA reserves the right to align available funding opportunities to proposals received to ensure alignment of resources with community need and appropriate target populations.

HHA will make funding available to finance projects that 1) use the Housing First philosophy, 2) emphasize rapid exit from homelessness, 3) emphasize permanent housing as the primary strategy for ending homelessness, and 4) will move Okaloosa/Walton forward in effectively ending homelessness. All proposals received will be evaluated for their appropriateness for each available funding opportunity.

This RFP contains information and requires forms for applicants to apply and compete for grant awards. Applicants are advised to read this material carefully. Agencies wishing to submit a proposal for consideration must complete all submission requirements listed in this RFP.

A. General Information

Applicant Agency Eligibility

Applicants must be CoC members that are public or private non-profit organizations that provide services to persons experiencing homelessness and those at-risk of becoming homeless. Private non-profit organizations must have a 501(c)(3) certification and be registered with the State of Florida Secretary of State, Division of Corporations.

In addition, applicants must meet the following eligibility requirements:

- Actively Participate in the CoC

Okaloosa/Walton Continuum of Care Plan for Ending Homelessness

Projects must be able to demonstrate how all system components funded under this RFP will follow the Okaloosa/Walton Continuum of Care Plan for Ending Homelessness (available upon request).

Housing First

Projects must be able to demonstrate how all activities funded under this RFP will meet the HUD definition of Housing First.

Housing First is a homeless assistance approach that homelessness, providing permanent housing to people experiencing homelessness, thus ending their homelessness, and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Housing First programs share the following critical elements:

- Focus on helping individuals and families access and sustain permanent housing as quickly

- as possible with very few or no barriers to entry,
- Variety of services available to promote housing stability and individual well-being on an as-needed, voluntary basis, and
 - Standard lease agreement for housing, as opposed to including mandated services compliance as a condition of tenancy.

Project Timelines

Projects must be operational by July 1, 2023. The project year ends on June 30, 2024. The project proposal should reflect a total performance period of 07/01/2023-06/30/2024.

Submission Instructions

Project Proposals may be submitted digitally via email to this address: crystal@hhalliance.org

Submission Deadline

The deadline for submission is **5:00pm on June 2, 2023.**

It is the sole responsibility of the applicant to ensure that proposals are complete and received prior to the stated submission deadline (highlighted above).

All project proposals that are submitted on time and meet threshold requirements will be considered. HHA will not consider late materials or application revisions received after the submission deadline.

B. Grant Information

State of Florida Emergency Solutions Grant (ESG)

The Grants Committee will determine which projects will be funded (based on successful project applications), and at what funding level. HHA will award at least one Rapid Rehousing project, at least one Homelessness Prevention project, at least one Street Outreach project, and at least one Emergency Shelter project. Please ensure that your project budgets are scalable in the event of a reduced award. A single agency may apply for any or all project types.

For information regarding ESG Program eligible activities and expenses agencies are strongly advised to visit the HUD Exchange at <http://www.hudexchange.info/programs/esg>. Additionally, agencies should familiarize themselves with the changes and flexibilities made available through the ESG-CV Notice as this might inform proposed activities. Agencies can find additional information on the waiver at <https://www.hudexchange.info/news/esg-cv-notice-webinar/>.

Information for Potential Subgrantee

For all funding opportunities, HHA will be the grantee and the agency provider will be the Subgrantee.

Cost Reimbursement

All contracts will operate on a cost reimbursement basis. The subgrantee will be required to submit supporting documentation to HHA each month for project eligible expenses as determined by the funding source regulations and requirements.

Budget

Projects will be required to submit a competitive budget for the first year, which will allow them to operate at an optimal level. A budget template is provided with suggested line-item budget by category. Applicants may add additional line items as needed. Using the budget template provided, applicants must submit a complete budget for the total cost of the proposed project, including any other funding sources dedicated to the project.

Match

There is no match required for ESG-CV3 funding.

Cost of Submitting Proposals

The cost of preparing and submitting a proposal is the sole responsibility of the applicant and shall not be chargeable in any manner to HHA. HHA will not reimburse any applicant for costs associated with the preparation and submission of a proposal.

Maximum/Minimum Funding Request Amounts

HHA reserves the right to award less than the amount of funds requested based on funding available.

Agency Compliance

Any agency awarded funding through this RFP must comply with the following requirements:

- Use HMIS to document all project-related services – Agency must enter project data in accordance with HUD Data Standards and designated workflow for project type, and maintain high level of data accuracy, timeliness, and completeness. Domestic violence agencies are exempt from entering into HMIS but are required to have a comparable database to submit reports.
- Participate fully in the Coordinated Entry process – All projects awarded funding through this RFP are required to participate fully in the Okaloosa/Walton CoC's Coordinated Entry system and follow the established procedure in accordance with project type. Project expenses for clients not referred through Coordinated Entry will not be reimbursed.

C. Additional Information

Conflicts of Interest

HHA requires applicants to provide professional, objective, and impartial advice and at all times hold the CoC's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests, and act without any consideration for future work. Applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve in the best interest of the CoC, or that may reasonably be perceived as having this effect. If HHA, in its sole discretion, determines that a conflict of interest exists, such applicant shall not be considered for funding award. Failure to disclose said situations may lead to the disqualification of applicant or termination of award.

State and Federal Administrative Requirements

All agencies awarded funds through this RFP will be required to comply with a variety of requirements governing the use of State and Federal funds. These include, but are not limited to [2 CFR Part 200](#).

Monitoring

HHA staff will monitor each project to ensure compliance with the terms of the funding agreement between HHA and the agency. This will include monitoring records kept by the applicant to demonstrate client eligibility, services provided, and other information as required by the funder.

Handicapped Accessibility

All projects must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

Nondiscrimination

All agencies must ensure nondiscrimination. This applies to employment, contracting, marketing, and selection of project participants. Fair Housing laws prohibit discrimination based on race, color, national origin, religion, sex, age, or familial status. Disability includes persons living with AIDS. The requirements in 24 CFR part 5, Subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR Part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

Formal Termination Policy

Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which client services may be terminated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant with clear statement of reasons for termination, review of decision to terminate with opportunity for the program participant to present written or oral objections to agency, and prompt written notice to the project participant of final decision. Under no condition can clients be terminated from a funded program due to failure to participate in services.

D. Review, Rank, and Selection Process

Proposals will be evaluated based on program design, Coordinated Entry alignment, organizational capacity, performance, budget, consistency with the CoC Plan, proposed outcomes, and program readiness. Each proposal's content, responsiveness, conciseness, clarity, relevance, and adherence to the RFP instructions will be considered when scoring. Final scoring will be based on the proposal as submitted.

All applicants must prepare their proposals according to the format outlined in this RFP and provide responses to all the requirements.

Project Scoring

Proposals will be scored using the attached Project Score Card (see Attachment 1). If two or more applicants achieve identical scores, the Grants Committee may consider the past performance of the applicant in terms of grant administration and CoC participation. Additionally, the Committee may consider other factors, including but not limited to how the proposed project relates to serving the best interest of the CoC in reducing the overall number of homeless persons in its catchment area. The Committee will select proposals that are determined to be the most advantageous to the CoC.

Notice of Decision

HHA will provide notice of selection or non-selection of proposals to each applicant within five business days of the CoC Grants Committee decision. Projects not initially selected for funding may be selected later if a selected project application is withdrawn.

Appeals Process

Eligible applicants may appeal a decision of non-selection for funding. Appeals must be received via email to crystal@hhalliance.org no later than three business days following the date of notice of non-selection. The appeal must clearly state the grounds for the appeal. Appeals due to incomplete or erroneous proposals will be denied. Other appeals will be considered by the Grants Committee. Appellants will be

notified of the decision of the Grants Committee within three business days of the appeal deadline. Decisions on appeals made by the Grants Committee are final.

E. Timeline

| Event | Date/Time |
|--|---------------------------------------|
| RFP released through email, website, and social media. | April 28, 2023 |
| Deadline for submission of questions via email by 5:00pm. | May 5, 2023 |
| Answers to questions posted on website and sent to applicants by 5:00pm. | May 5, 2023 |
| Proposals and related attachments due to HHA via email by 5:00pm. | June 2, 2023 |
| Applications sent to Grants Committee. | June 6, 2023 |
| Grants Committee deliberations, ranking, and recommendations for inclusion in submittal. | June 6, 2023, through June 9, 2023 |
| Applicants notified of decision by Grants Committee. | June 13, 2023 |
| Appeals due via email to HHA by 5:00pm. | June 20, 2023 |
| Appellants notified of decision of Grants Committee. | June 23, 2023 |
| Final notice of awards to applicants. | June 27, 2023 |

It is the sole responsibility of the applicant to ensure that Proposals are complete and received prior to the stated submission deadline (highlighted above).

HHA will not consider late materials or application revisions received after the submission deadline.

F. Grant Details

Emergency Solutions Grant CARES Act (ESG-CV3)

The ESG-CV3 Program will fund activities that meet the definitions contained in the HUD ESG regulations published in [24 CFR 576](#), as amended, and in the [ESG-CV Notice](#). Total monies available for the ESG-CV3 portion of the State Unified Contract is \$168,067.67, of which \$16,567.67 will be withheld by HHA for HMIS and administration.

Eligible Activities

Under this grant application, funded components of the ESG Program include Street Outreach (24 CFR 576.101), Emergency Shelter (24 CFR 576.102) Homelessness Prevention (24 CFR 576.103), and Rapid Rehousing (24 CFR 576.104). The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

Street Outreach – Eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS).

Emergency Shelter – Eligible costs include essential services (case management, child care, education services, employment assistance, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment, transportation, services for special populations), and shelter operations. The priority for this funding is noncongregate shelter as an appropriate response to COVID (e.g., motel stays).

Homelessness Prevention – Eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Rapid Rehousing – Eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Each activity performed must be in accordance with 24 CFR 576.400(e) as found in the Definitions Section. See Part H below for additional details.

Further, for ESG-CV3 funding, allowable costs are only for those activities that are necessary to “prevent, prepare for, or respond to” coronavirus.

G. Definitions

Homeless and At Risk of Homelessness

All activities provided must follow the federal definitions for homeless and at risk of homelessness as defined in 24 CFR 576.2.

Homeless as defined in 24 CFR 576.2 means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised 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, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (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:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the

Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)) or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));

- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
 - (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

At Risk of Homelessness as defined in 24 CFR 576.2 means:

- (1) An individual or family who:
 - (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, e.g., family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by

- charitable organizations or by Federal, State, or local government programs for low-income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or
- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Emergency Solutions Grant (ESG)

Eligible activities to be funded under each component of the Emergency Solutions Grant are identified in the respective federal regulations. The component funded under this grant are identified below. For ESG-CV3 funding, allowable costs are only for those activities that are necessary to “prevent, prepare for, or respond to” coronavirus.

Street Outreach Component (24 CFR 576.101)

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 Shelter Component (24 CFR 576.102)

ESG funds may be used for costs of providing essential services to homeless families and individuals in emergency shelters and operating emergency shelters.

Homelessness Prevention Component (24 CFR 576.103)

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-

term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in [576.2](#). This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in [576.2](#) and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short-term and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

Rapid Rehousing Component (24 CFR 576.104)

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in [576.2](#) or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short- and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

Written Standards for Providing ESG Assistance (24 CFR 576.400(e)(3))

Funded activities must operate in accordance with the Written Standards of the Okaloosa Walton Homeless Continuum of Care. The Written Standards may be obtained from HHA.

H. Application Instructions

Please complete the Application found in this document (pages 14-25).

- A full proposal application with all required information must be provided to HHA digitally via email. All the above must be received by the specified proposal submission due date and time to be considered for funding award.
- Each project proposal and its related attachments must be submitted via email, in the order listed below, digitally in a PDF file.
- The Application must be signed by an agency official authorized to execute contracts.
- Handwritten proposals and proposals submitted other than via email will be rejected. (If a form requires checkboxes/signatures, a scanned copy is acceptable).
- It is not necessary to include these instructions in your submission.
- Narratives should be detailed, but concise. Do not include information or attachments not related to the specific project proposal or that are not specifically requested.

Checklist

- Cover Sheet (1 page)
 - Agency Name, Project Name, Amount Requested, and Project Checked
- Form 1: Application Profile (not to exceed 2 pages)
- Form 2: Project Description (not to exceed 10 pages)
 - Includes Questions #1-16
- Form 3: Housing First Questionnaire (not to exceed 2 pages)
- Form 4: Budget Summary (not to exceed 2 pages)
- Form 5: Budget Narrative (not to exceed 2 pages)

Total application should not exceed 19 pages.

Fatal Flaws

Proposals that commit the following fatal flaws will be rejected and will not be given consideration for funding:

- Proposal was submitted after the Submission Deadline.
- Proposal exceeds 19 pages.
- Agency is not eligible (not a 501(c)3, not an active CoC member, etc.).
- RFP Application is not signed by an agency official authorized to execute contracts.
- Most of the proposal is handwritten.
- Proposal does not follow the order outlined in this RFP.
- The proposal does not include all required documents specified in this RFP.
- Failure to complete the Housing First Questionnaire, including signature.



**HOMELESSNESS
& HOUSING ALLIANCE**

**Unified Homelessness Grant Application
 Department of Children and Families (DCF) for
 Fiscal Year 2022-23
 ESG-CV3 Request for Proposals (RFP) Application**

Agency

| |
|---------------------------|
| Insert Agency Name |
|---------------------------|

Project Name

| |
|----------------------------|
| Insert Project Name |
|----------------------------|

Amount Requested

| |
|--------------------------------|
| Insert Amount Requested |
|--------------------------------|

Project Type (Check One*)

| Homelessness Prevention | Rapid Rehousing | Street Outreach | Emergency Shelter |
|-------------------------|-------------------|-------------------|-------------------|
| Please Check Here | Please Check Here | Please Check Here | Please Check Here |

***Please Note:**

If an Agency would like to apply for More than One Project, please include additional separate applications.

Form 1: Application Profile

| | | | |
|---|---|---|--|
| Agency Name | | FEIN | |
| Address | | Phone | |
| PROJECT ADMINISTRATOR | | CONTACT PERSON FOR THIS PROPOSAL | |
| Name | | | |
| Title | | | |
| Phone | | | |
| Email | | | |
| PROJECT INFORMATION | | | |
| Funding <input type="checkbox"/> ESG-CV3 | Project Name _____ | Project Type <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> Rapid Rehousing <input type="checkbox"/> Street Outreach <input type="checkbox"/> Emergency Shelter | |
| Brief Project Summary (1-2 sentences) _____ _____ | | | |
| Funds Requested _____ | Other Dedicated Funds (Note: none required) _____ | Total Project Budget _____ | |
| Total Number of Households to Be Served _____ | | Average Cost Per Household _____ | |
| Location to be Served <input type="checkbox"/> Both Okaloosa and Walton <input type="checkbox"/> Okaloosa only <input type="checkbox"/> Walton only <input type="checkbox"/> Other _____ (please list) | | Population to be Served <input type="checkbox"/> Households without Children <input type="checkbox"/> Families with Children | |

As a duly authorized officer for this agency, I certify that the information in this proposal is true and correct. I certify that I am aware that providing false information on this proposal can subject the individual signing such application to criminal sanction.

I agree to participate in a minimum of one (1) annual site visit for each funded project and/or service. In addition, I agree to provide accurate and completed monthly, quarterly, and annual reports, by the requested due dates, to all relevant parties of the funding entity to ensure that the funded project(s)/services are meeting minimum threshold requirements of progress.

| | | | |
|-----------|--|-------|--|
| Name | | Title | |
| Signature | | Date | |

Form 2: Project Description

1. What problem does this project solve in the effort to end homelessness? *(Narrative is limited to 2500 characters with spaces.)*

2. Describe how this project fits into the CoC's System of Care. The System of Care is defined as the CoC's coordinated efforts to prevent and end homelessness.
(Narrative is limited to 1500 characters with spaces.)

3. Describe the collective impact of the proposed project, including who the project will serve and how it will help. *(Narrative is limited to 1500 characters with spaces.)*

3a. How does this project help a household become housed? *(Narrative is limited to 1500 characters with spaces.)*

3b. How does this project integrate with the CoC's Coordinated Entry System? *(Narrative is limited to 2500 characters with spaces.)*

3c. How does this project provide a connection to permanent solutions? *(Narrative is limited to 1500 characters with spaces.)*

3d. How does this project focus on critical supports and services needed to achieve housing? *(Narrative is limited to 2500 characters with spaces.)*

4. Describe the collective impact of the proposed project, 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. *(Narrative is limited to 3000 characters with spaces.)*

5. Describe how every component of the project's design and operation will be approached with an understanding of trauma, and the impact trauma has on those receiving services. *(Narrative is limited to 2500 characters with spaces.)*

Please describe how all of the necessary principle aspects of trauma informed care will be incorporated and embedded into the proposed project's design.

6. Demonstrate how this project follows the Housing First model. *(Narrative is limited to 2500 characters with spaces.)*

Clearly describe the program design to show how it meets the HUD definition of Housing First.

Continued on Next Page

7. Projected Performance Outcomes

Indicate the projected performance outcomes for the activities proposed here.

| Objective | Proposed Annual Performance for ESG-CV3 Project |
|---|---|
| Number of individuals or households projected to apply for assistance. | Households without children: |
| | Families with children: |
| Number of individuals or households projected to be assisted as part of the activities under this project proposal. | Households without children: |
| | Families with children: |
| Number of individuals or households to be assisted to remain in their homes and avoid becoming homeless during the project period. <i>(If not applying for prevention services, please enter NA.)</i> | Households without children: |
| | Families with children: |
| Number of individuals or households to be assisted to move into permanent housing during the project period. | Households without children: |
| | Families with children: |
| Number of individuals or households projected to return to the Homeless Crisis Response System within 12 months of receiving services from the project within this proposal. | Households without children: |
| | Families with children: |
| Number of individuals or households projected to increase their earned income while being served as part of the activities under this project proposal. | Households without children: |
| | Families with children: |
| Number of individuals or households projected to increase their unearned income while being served as part of the activities under this project proposal. | Households without children: |
| | Families with children: |

Continued on Next Page

8. Performance. (Narrative is limited to 1500 characters with spaces.)

Explain how the agency/organization will ensure project performance outcomes will be met or exceeded.

9. Data management. (Narrative is limited to 1500 characters with spaces.)

Explain how the agency/organization monitors and reviews data quality, include the frequency in which reviews are conducted.

10. Okaloosa/Walton HMIS and Coordinated Entry Compliance. (Narrative is limited to 1500 characters with spaces.)

Explain how the agency/organization will ensure the project maintains compliance with Pasco HMIS and Coordinated Entry policies and procedures.

Continued on Next Page

Form 2 Continued, Questions 11-16: Quality Assurance

11. Describe how the project will ensure quality services are provided to individuals or households at-risk of or experiencing homelessness in your community. (Narrative is limited to 3000 characters with spaces.)

12. Describe how the project will monitor and provide follow-up services for individuals or households at-risk of or experiencing homelessness in your community. (Narrative is limited to 3000 characters with spaces.)

13. Describe the professional development offered to project staff that is designed to improve service delivery provided by agency/organization. (Narrative is limited to 3000 characters with spaces.)

14. Describe how the agency/organization would continue to provide quality services in the community in the case of reduced or loss of funding. (Narrative is limited to 3000 characters with spaces.)
(e.g., reallocation of services based on established priorities, how services would be scaled to meet changing needs, etc.)

15. Describe how the agency/organization has worked to remove traditional barriers to housing and services for individuals or households in need of assistance. (Narrative is limited to 3000 characters with spaces.)

16. Describe how the agency/organization will ensure that services are provided throughout the entirety of the CoC's geographic area. (Narrative is limited to 3000 characters with spaces.)

Form 3: Housing First Questionnaire

Agency: _____

Project Name: _____

There is a large and growing evidence base demonstrating that Housing First is an effective solution to homelessness. Consumers in a Housing First model access housing faster and are more likely to remain stably housed. This is true for both PSH and rapid re-housing programs. A variety of studies have shown that between 75 percent and 91 percent of households remain housed a year after being rapidly re-housed.

Please answer the following questions related to the proposed project’s eligibility criteria and project rules. The questionnaire will be scored 0 points for each “Yes” answer and 1 point for each “No” answer. The higher the score, the closer the project is to a Housing First model.

Do not alter, change, or add additional information to this questionnaire. Questionnaires submitted that are altered, changed, or have additional comments will be rejected and receive a score of 0.

| | |
|--|--|
| 1. Will the project require a background screening prior to project entry (excluding sexual predator/offender check)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 2. Will the project prohibit persons with certain criminal convictions (e.g. violent felonies, arson) from entering your project (excluding registered sexual offender/predator)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3. Will the project require participants to be clean and sober prior to project entry and/or during project stay? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 4. Will the project require alcohol/drug tests on participants suspected of being under the influence? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 5. Will a positive alcohol/drug test result in termination from the project and/or require participant to participate in substance abuse treatment and/or detox to resume project services? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 6. Will the project require participants to have a mental health evaluation prior to project entry? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 7. Will the project require project participants who demonstrate mental health symptoms to participate in mental health services and/or medication compliance (excluding those who present a danger to self or others) as a condition of services? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 8. Will the project require participants to have income at time of project entry? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 9. Will the project require participants to obtain an income as a condition of remaining in the project? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 10. Will the project require participants to participate in supportive services (such as vocational training, employment preparation, budgeting or life skills classes (not including required case management meetings) as a condition of continued services? | <input type="checkbox"/> YES <input type="checkbox"/> NO |

| | |
|---|--|
| 11. Will the project require participants to be 'progressing' in their goals to remain in the project? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 12. Will the project require participants to sign a services or treatment plan agreement to receive your services? (Please note a service plan is not the same as a housing plan.) | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 13. Will project participant have to do "chores" as a part of project stay and/or will project participants who do work around the facility receive special treatment or be rewarded with special benefits? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 14. Will the project include curfews and/or required 'lights out' time for all participants? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 15. Will the project exclude or refuse project entry based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 16. Will the project include any requirements, outside of those typically found in a lease agreement or in "community-living" conduct rules? Examples of typical "community-living" rules include agreement to be non-violent, and agreement to no weapons on site. | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 17. Will a project participant be asked/forced to leave the project and/or will agency refuse service if project participant is disrespectful to a staff member or other project participant, including making verbal threats, acting belligerently, or "having an attitude?" | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 18. Will project participants have to travel to the agency's office(s) to receive the majority of their services, including case management, after they are housed? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 19. Will the project exclude any dependent children in the household, based on age and/or gender, from remaining with the household at the project? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 20. Will the project prohibit any member(s) of a household (as defined by the household), based on age, gender, biological relationship and/or marital status, from residing together at the project? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 21. Will the project exclude any family composition type: single dad, single mom, same gender couples, opposite-gender couples, multi-generational, and non-romantic groups who present for services as a family? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 22. Will project require project participants to be "placed" in accordance with their sex assigned at birth and/or "perceived" gender; and/or require participant to "prove" their gender identity prior to receiving services? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| TOTAL SCORE | |

Certification of Responses

I attest that the answers above are an accurate reflection of the policies held by my agency and will be observed by agency staff for the proposed project.

Signature: _____ **Date:** _____

Printed Name and Title: _____

Form 4: Budget Summary

Agency: _____ Project Name: _____

Project Type: Rapid Rehousing Prevention Outreach Emergency Shelter

In completing the budget summary below, please note the ESG eligible costs found in [24 CFR 576](#) in addition to the alternative requirements and flexibilities and changes in the [ESG-CV Notice](#).

| ITEM DESCRIPTION | ESG-CV3 FUNDING REQUEST | OTHER FUNDS | TOTAL BUDGET |
|--|-------------------------|-------------|--------------|
| Homelessness Prevention (See ESG Regs for Details) | | | |
| Rent Assistance | \$ | \$ | \$ |
| Relocation and Stabilization Services - Financial Assistance | \$ | \$ | \$ |
| Relocation and Stabilization Services - Services | \$ | \$ | \$ |
| Hazard Pay | \$ | \$ | \$ |
| Landlord Incentives | \$ | \$ | \$ |
| Volunteer Incentives | \$ | \$ | \$ |
| Training | \$ | \$ | \$ |
| | | | |
| Rapid Rehousing | | | |
| Rent Assistance | \$ | \$ | \$ |
| Relocation and Stabilization Services - Financial Assistance | \$ | \$ | \$ |
| Relocation and Stabilization Services - Services | \$ | \$ | \$ |
| Hazard Pay | \$ | \$ | \$ |
| Landlord Incentives | \$ | \$ | \$ |
| Volunteer Incentives | \$ | \$ | \$ |
| Training | \$ | \$ | \$ |
| | | | |
| Emergency Shelter | | | |
| Essential Services | \$ | \$ | \$ |
| Operations | \$ | \$ | \$ |
| Hazard Pay | \$ | \$ | \$ |

| | | | |
|---|----|----|----|
| Volunteer Incentives | \$ | \$ | \$ |
| Training | \$ | \$ | \$ |
| | | | |
| Street Outreach | | | |
| Essential Services | \$ | \$ | \$ |
| Hazard Pay | \$ | \$ | \$ |
| Handwashing Stations & Portable Bathrooms | \$ | \$ | \$ |
| Volunteer Incentives | \$ | \$ | \$ |
| Training | \$ | \$ | \$ |
| | | | |
| TOTAL PROPOSED BUDGET | \$ | \$ | \$ |

Form 5: Budget Narrative

Agency: _____ Project Name: _____

Project Type: Rapid Rehousing Prevention Outreach Emergency Shelter

In narrative format, justify your project expenses and explain how the expenditure relates to your project objectives and why it is necessary to achieve your anticipated outcomes, in one page or less. Conclude your Budget Narrative with a paragraph explaining how Unified Homelessness Grant funds awarded will benefit the Okaloosa/Walton Continuum of Care (CoC), stakeholders, and the community and what you expect the short and long-term return on this investment.

For each proposed activity, the subgrantee must provide a detailed budget narrative answering the following criteria.

1. Description of the proposed Personnel Costs, including Fringe Benefits
2. Justification for the proposed Personnel Costs, including Fringe Benefits
3. Description of the proposed Client Financial Assistance Costs
4. Justification for the proposed Client Financial Assistance Costs
5. Description of the proposed Other Program Operation Costs
6. Justification for the proposed Other Program Operation Costs

**Okaloosa/Walton Continuum of Care
2022-2023 Request for Proposals
Unified Homelessness Grant Application**

ESG-CV3

Attachment 1a: PROJECT SCORE CARD

Agency: _____ Date Reviewed: _____

Project Name: _____ Reviewer Signature: _____

THRESHOLD REVIEW

Completed by HHA staff. Any NO answer in this section will result in rejection of proposal.

| Scoring Factor | Description | YES/NO |
|---|--|--------|
| ELIGIBILITY: Nonprofit homeless services provider | Applicant is public or private nonprofit organization providing services to persons experiencing homelessness and those at-risk of homelessness. | |
| ELIGIBILITY: CoC participation | Applicant has participated actively in the CoC. | |
| Submission Deadline | Proposal was submitted to HHA on or before the stated deadline. | |
| RFP Application | Application is signed by authorized individual. | |
| FORMAT: Typed | Proposal is typed, not handwritten. | |
| FORMAT: Order | Proposal submission follows order outlined in RFP. | |
| FORMAT: Documents | Proposal includes all required documents listed in RFP. | |
| FORMAT: Housing First Questionnaire | Proposal includes completed Housing First Questionnaire. | |

HHA Staff Completing Threshold Review: _____ Date: _____

**Attachment 1b:
PROJECT PROPOSAL SCORE**

| Agency | Project Name | Funding Amount | Project Type |
|---|--|---|----------------------|
| | | | |
| Scoring Factor | Description | Points Available | Points Scored |
| AGENCY CAPACITY AND EXPERIENCE: History | History of addressing needs of and providing services to low-income households who are homeless, formerly homeless, or at-risk of becoming homeless | Extensive history – 8+ years: 3 Some history – 3-7 years: 1 Minimal/no history – less than 3 years: 0 | |
| AGENCY CAPACITY AND EXPERIENCE: Similar Projects | Experience operating similar projects, including performance outcome data from similar programs operated by the organization that show the effects of the services provided | Extensive experience – 8+ years: 3 Some experience – 3-7 years: 1 Minimal/no experience – less than 3 years: 0 | |
| AGENCY CAPACITY AND EXPERIENCE: Grant Experience | Federal, state, and/or local government grant experience and capacity of the organization and person(s) responsible for administering the project and overseeing all compliance requirements | Extensive experience – 8+ years: 3 Some experience – 3-7 years: 1 Minimal/no experience – less than 3 years: 0 | |
| PROJECT: Overview | Describes scope of the project, services to be provided, and cost of each proposed activity. Describes plan to connect client to mainstream benefits. | Clear, detailed description: 3 Describes, but lacks important details: 1 Vague or inadequate description: 0 | |
| PROJECT: Client Demographics/Target Population | Describes demographics of individuals/households to be served, including target household types and subpopulations | Clear definition, demonstrates a full understanding of the needs of the named subpopulation: 3 Adequate definition, but lacks some detail to demonstrate a full understanding of the needs of the named subpopulation: 1 Vague or inadequate definition, does not demonstrate an understanding of the named subpopulation: 0 | |

| | | | |
|---------------------------------------|--|---|---|
| PROJECT: Performance Outcomes | States anticipated number of clients to be served annually and monthly. Describes measurable outcomes and percentage of clients expected to achieve each outcome. | Outcomes are identified and measurable, based on client accomplishments as opposed to services provided: 3 Outcomes are adequate, but include some that are based on services provided: 1 Outcomes are primarily based on services provided, are vague and/or low: 0 | |
| PROJECT: Housing First | Project uses a Housing First model. | Housing First Questionnaire Score: One point per item, maximum 22 points | |
| PROPOSAL: Budget Narrative | Explains how funding was calculated. | Detailed, clear, and complete: 3 Adequate, but missing some details: 1 Vague, missing key information: 0 | |
| PROPOSAL: Agency Compliance Narrative | Describes agency's compliance history, including past compliance findings or concerns from other funding sources and prior audit findings that are unresolved from agency's audited financial reports. | No deficiencies/findings: 3 Technical deficiencies/findings corrected: 1 Unresolved finding: 0 | |
| OVERALL: Priorities | Based on all proposal content, project should be one that will move the Okaloosa/Walton community forward in effectively ending homelessness by aligning with HUD and State priorities. | Clearly aligns with priorities: 3 Somewhat aligns with priorities: 1 Does not or poorly aligns with priorities: 0 | |
| OVERALL: Presentation | Overall presentation of proposal – formatting, content, flow of narratives, adherence to RFP instructions – demonstrates attention to detail and quality. | Presented in detailed, concise, organized manner. Easy to understand and review: 3 Lacked attention to organization and detail. Difficult for the reviewers to locate information needed to complete scoring: 0 | |
| COMMENTS OR CONCERNS | | | Maximum: 52 pts Total Points Scored: |