



**REQUEST FOR PROPOSALS**  
**2023 FL-511 (DCF)**  
**Detailed Instructions**

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

RELEASE DATE: Friday, April 28, 2023  
RFP Closing Date: Tuesday, May 30, 2023, at 8:00 p.m.

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

1. **Request to be added to the Opening Doors Mailing list** for updates regarding this RFP by emailing [serenek@openingdoorsnwfl.org](mailto:serenek@openingdoorsnwfl.org)
2. **Submit a letter of intent to apply for funding by May 15<sup>th</sup>, 2023** to [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.org) . Letter of intent must be submitted from your organization's Board Chair or Executive Director or equivalent.
3. **Fill out the application** at <https://forms.gle/VG9MadvN5s257rV67>
4. Attend the Informational Meeting on May 5<sup>th</sup>, 2023, at 10:00 a.m. This meeting will be held live at:

Opening Doors NWFL  
1020 N New Warrington Rd  
Pensacola, FL 32506

A virtual option is available via Microsoft Teams. This meeting will be recorded. You can access the Information Meeting by clicking this link: [FL-511 RFP Informational Meeting](#)

**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 [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.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 Opening Doors' written response on <https://openingdoorsnwfl.org/collaboration/state-unified-competition-2023>

# TABLE OF CONTENTS

<b>A. INTRODUCTION .....</b>	<b>4</b>
<b>B. FUNDING .....</b>	<b>4</b>
I. Challenge Grant .....	4
II. Emergency Solutions Grant (ESG).....	4
III. Temporary Assistance for Needy Families (TANF) Prevention Grant.....	5
<b>C. PROJECT APPLICANT ELIGIBILITY .....</b>	<b>6</b>
1. Eligible Applicants .....	6
2. Minimum Qualifications .....	6
<b>D. LOCAL PRIORITIES .....</b>	<b>7</b>
<b>E. BEST PRACTICES AND SERVICES APPROACH .....</b>	<b>7</b>
1. Low Barrier Approach .....	7
2. Housing First .....	7
3. Trauma Informed.....	8
4. Fair Housing and Equal Access.....	8
<b>F. ADDITIONAL REQUIREMENTS .....</b>	<b>8</b>
1. Continuum of Care Participation .....	8
2. Coordinated Entry System (CES) Participation .....	8
3. Homeless Management Information System (HMIS) Participation.....	9
4. Personnel Requirements .....	9
<b>G. INVOICING &amp; REPORTING .....</b>	<b>10</b>
<b>H. SUBMISSION INFORMATION.....</b>	<b>10</b>
1. Required Forms.....	10
2. Submission Dates and Times .....	10
3. Project Application Presentation.....	10
4. Notifications.....	11
5. Technical Considerations.....	11
<b>I. REVIEW AND SELECTION PROCESS .....</b>	<b>11</b>
<b>J. TERMS AND CONDITIONS .....</b>	<b>11</b>
<b>APPENDIX .....</b>	<b>13</b>
A. Timeline .....	14
B. HUD Homeless Definition .....	16
C. At Risk of Homelessness Definition .....	18
D. ESG Quick Reference Tool .....	19
E. Evaluation Tool .....	21
F. Conflict of Interest .....	23

## 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-511, Opening Doors Northwest Florida has been awarded \$414,000 under the State Unified Homelessness Grant. Through this Request for Proposals (RFP), Opening Doors NWFL seeks applications from qualified non-profit organizations to provide services to individuals and families experiencing homelessness or who are at risk of homelessness in the Escambia and Santa Rosa Counties in the State of Florida.

## B. FUNDING

The total award amount available through this RFP is **\$ 395,820.00** per fiscal year to support the Eligible Activities as described in sections I, II, and III. These grant funds are for activities performed for the fiscal year of July 1, 2023, through June 30, 2024. Organizations that are awarded under this RFP may be renewed for a second contract year, dependent upon performance outcomes. If renewed, the second year will end 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:

<b>I. Challenge Grant</b>	
<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, program, and service projects. The funds must be used to assist those clients defined as homeless in section 420.621(5), Florida Statutes. The intent of the grant is to help implement the goals and action steps outlined in the annual CoC Consolidated Plan – which is 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><b>There will be deliverable requirements based on the amount of the award.</b></p>	<p><b>Allocated Funds:</b> \$119,000.00 (Tentative)</p> <p><b>Opening Doors 6% Admin:</b> \$7,140.00</p> <p><b>Subrecipient 2% Admin:</b> \$2,380.00</p> <p><b>Subrecipient 92% Services:</b> \$109,480.00</p> <p><b>Award Amount Available:</b> \$111,860.00</p>
<b>II. Emergency Solutions Grant (ESG)</b>	
<p>Eligible Activities for the Emergency Solutions Grant program, as described in 24 CFR Part 576 and HUD CPD Notice 20-08, are allowable under this RFP.</p>	<p><b>Allocated Funds:</b> \$257,000.00 (Tentative)</p>

<p>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>* Subrecipients applying for HMIS funds must apply for one additional component under the ESG program.</p> <p>** ESG funding for shelter and outreach combined is limited to 60% of the total ESG allocation.</p> <p><b>There will be deliverable requirements based on the amount of the award.</b></p>	<p><b>Opening Doors</b>  <b>3.98% Admin:</b>  \$10,230.00</p> <p><b>Subrecipient</b>  <b>1% Admin:</b>  \$2,570.00</p> <p><b>Subrecipient</b>  <b>95% Services:</b>  \$244,150.00**</p> <p><b>Award Amount Available:</b>  \$246,720.00</p>
<p><b>III. Temporary Assistance for Needy Families (TANF) Prevention Grant</b></p>	
<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"> <li>• Past due rent or mortgage payments, not to exceed two (2) months of rent or mortgage payment.</li> <li>• Past due utility bills, not to exceed two (2) months in arrears for electric, gas, water, and sewer only.</li> </ul> <p>Staff and operating costs for the provision of the required case management services to be provided to eligible families assisted.</p> <p>Households served must be under 200% of the federal poverty guideline as identified by HHS.</p> <p>Deliverable Requirement:</p> <ul style="list-style-type: none"> <li>• Homelessness Prevention: Must serve 2 individuals/1 household per month.</li> <li>• Case Management: Must serve 2 individuals/1 household per month.</li> </ul> <p>** TANF has a 18.7% cap for Case Management activity</p> <p><b>Only one organization will be awarded the TANF Grant.</b></p>	<p><b>Allocated Funds:</b>  \$38,000.00  (Tentative)</p> <p><b>Opening Doors Admin:</b>  \$1140.00</p> <p><b>Award Amount Available:</b>  \$36,860.00**</p>

## C. PROJECT APPLICANT ELIGIBILITY

### 1. Eligible Applicants

Eligibility is limited to 501(c)3 non-profit organizations and units of local government.

### 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 SAM registration by visiting [www.sam.gov](http://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 [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.org) prior to the RFP Submission Deadline in order 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](http://sunbiz.org)).
- Your organization must be registered with the Florida Department of Agriculture & Consumer Services: Solicitation of Contributions ([fdacs.gov](http://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 Opening Doors' primary purpose of preventing and ending homelessness, and subsequently adopting the strategic plan of the Department of Housing and Urban Development, 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 provide client-focused, trauma-informed, and culturally competent services to historically underserved or marginalized groups, including individuals and families with recent history of public institutionalization, seniors, 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. Prevent homelessness -or- first time homelessness;
3. Reduce the length of time persons experience homelessness;
4. Reduce returns to homelessness; and
5. 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 into treatment or case/care management, or other rules as a condition of continued participation. Provision of 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 service

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. Opening Doors 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 identity, 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. Continuum of Care FL-511 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. CoC FL-511 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**

Continuum of Care FL-511 is a collaborative of service providers and key stakeholders who are committed to preventing and ending homelessness in Escambia and Santa Rosa Counties, Florida. As a condition of award, grantees must commit to sending representation to the monthly CoC General Coalition Meeting, monthly Subcontractor Meeting, bi-monthly Coordinated Entry Meetings, and participate in the annual Point-in-Time and Housing Inventory Count.

**2. Coordinated Entry System (CES) Participation**

The Guardian 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 and 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 staffing process.

Opening Doors also requires that any funded provider through Opening Doors 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 possible extent.

### **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. CoC FL-511 participates in the PromisSE HMIS implementation with the software vendor being WellSky/ServicePoint. Project applicants awarded under the DCF State Unified Grant RFP 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 will receive one free HMIS License valued at \$125.00. Awardees will be required to budget for additional HMIS Licenses. This fee will be invoiced from Opening Doors and will be paid directly to One Roof who holds our implementation's contract for HMIS.

Applicants are responsible for adhering to all applicable laws with regards to safeguarding the personal information of the persons they serve. It is the responsibility of the applicant to inform Opening Doors in the narrative section(s) of their response to this RFP or any restrictions to which they are subject 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 client-level data collection and reporting to the HMIS Lead.

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

Your organization's HMIS Agency Admin and Security Officer must attend HMIS Workgroup meetings monthly.

### **4. Personnel Requirements**

Organizations who are awarded grant-funding must have key staff with job descriptions and/or resumes that meet the following:

- 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 & REPORTING**

This grant is fixed-cost, meaning that the grantee will be reimbursed one-twelfth of the annual award each month. 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 5<sup>th</sup> 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.

## **H. 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 Homeless 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 CoC Lead Staff upon award notification.

### **1. Required Forms**

The online Application can be accessed at <https://forms.gle/VG9MadvN5s257rV67>. Use of the provided Application, Budget Templates ([Challenge](#), [Challenge New Construction](#), [ESG](#), [TANF](#)), and [Match Letter Template](#) is mandatory. There is a requirement to submit a Budget Narrative (within the Budget Template) 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 cost 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**

- a. Each entity desiring to submit a proposal is required to submit a letter of intent to apply at [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.org) no later than May 15, 2023, at 5:00 p.m. CST. 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.
- b. Proposal applications will be accepted no later than 8:00 p.m. CST, May 30, 2023. Please consult the Opening Doors DCF RFP Timeline (Attachment A) in this document to ensure your proposal meets all the required responses in the identified time frames.

### **3. Project Application Presentation**

Project applicants will create and submit a 5-minute video presentation of their proposed project. The project applicant must demonstrate how the project will prevent and reduce homelessness in our local continuum; address and implement the priorities of the

continuum; and connect program participants to mainstream resources.

#### **4. Notifications**

Applicants will be generally notified regarding the results of funding decisions within 14 days of the application submission deadline. Delays in responding to requests for clarification or additional information on the part of an applicant may delay such decisions.

#### **5. Technical Considerations**

- a. Applicants with disabilities in need of reasonable accommodations to access and/or submit the Application Form may send a Reasonable Accommodation Request to [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.org). Opening Doors suggests that Reasonable Accommodation Requests be submitted at least 14 days prior to the submission deadline.
- b. 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 Opening Doors by email at [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.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 Opening Doors Executive Committee and will be final.

### **I. REVIEW AND SELECTION PROCESS**

All applications that are submitted within the submission period will be reviewed by the CoC Project Review and Selection Committee. Project applications submitted by organizations must meet all requirements, regulations, eligible activities, priorities, and application instructions of this RFP. The CoC Project Review and Selection 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.

### **J. 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 [grants@openingdoorsnwfl.org](mailto:grants@openingdoorsnwfl.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 Opening Doors' written response, at <https://openingdoorsnwfl.org/collaboration/state-unified-competition-2023>. Opening Doors 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. Opening Doors 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 less than 72 hours prior to the Submission Deadline, provide written notice to Opening Doors setting forth with specificity the grounds for the objection. The failure of an 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.**

Opening Doors may modify the RFP, prior to the Submission Deadline, by issuing Addenda to the RFP, which will be posted at <https://openingdoorsnwfl.org/collaboration/state-unified-competition-2023> . The Applicant shall be responsible for ensuring that its application reflects all Addenda issued by Opening Doors prior to the Submission Deadline regardless of when the application is submitted. Therefore, Opening Doors 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 Opening Doors, in writing, if the Applicant discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to Opening Doors promptly after discovery. Failure by Opening Doors 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**

Opening Doors 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 Opening Doors and may be used by Opening Doors in any way deemed appropriate.

# APPENDIX

# Attachment A

## 2023 FL-511 RFP (DCF) TIMELINE

DATE	TASK	DETAILS
April 25, 2023	Announcement Kickoff	Announce funding opportunities at the April 2023 CoC General Coalition Meeting
April 28, 2023	Posting of Application Public Notification	To apply for DCF State Unified funding opportunity, please visit our website <a href="http://openingdoorsnwfl.org">openingdoorsnwfl.org</a> .  <b>Opening Doors will post public notification of RFP Application and Funding Opportunity via CoC Lead Website, Homeless Reduction Task Force, and Constant Contact</b>
May 5, 2023 10:00 a.m. CST	Informational Meeting	An informational meeting will be hosted by Opening Doors to answer any questions about Funding and the RFP process with potential applicants. In person and virtual options will be available. Notice and links to this meeting will be posted at <a href="http://openingdoorsnwfl.org">openingdoorsnwfl.org</a>
May 15, 2023 5:00 pm CST	LETTER OF INTENT TO APPLY DUE	The letter of intent to apply is to be submitted on company letter head, coming from the organization board chair or executive director. The letter is to include the specific activity categories for which the organization plans to apply. The letter must be submitted to <a href="mailto:grants@openingdoorsnwfl.org">grants@openingdoorsnwfl.org</a>
May 30, 2023 8:00 pm CST	1. RFP Application Due  2. 5-Minute Video Presentation Due	<b>1. ALL Unified PROPOSALS AND REQUIRED DOCUMENTS SUBMITTED through the <u>Google Application link</u>.</b>  <b>2. Project applicants will create and submit a 5-minute video presentation of their proposed program.</b> Describe how your program will: <ul style="list-style-type: none"> <li>• prevent and respond to homelessness and homelessness risk;</li> <li>• address marginalized populations and social disparities; and</li> <li>• connect clients to mainstream services (i.e., health care and employment, public assistance).</li> </ul>
June 5 – 12, 2023	Opening Doors Selection Committee (ODSC) Review	The CoC Project Review and Selection Committee will review all proposals to ensure all required information is part of the proposal. The Committee will submit any clarifying questions to Opening Doors staff to have applicants provide responses for evaluation and scoring. PRSC members will evaluate and score all proposals. will review projects, evaluate, score and rank proposals.
June 13, 2023	Applicant notification of Ranking Score	Opening Doors will notify project applicants

<b>June 14 – June 16, 2023</b>	<b>Appeals</b>	Opening Doors will contact those with lower scores to allow them to appeal their scoring. Appeal window will close at 8:00 pm.
<b>June 19, 2023</b>	<b>Appeals Response</b>	Selection Committee reviews and responds to appeal.
<b>June 21, 2023</b>	<b>Opening Doors Executive Committee Meeting to Review and Acceptance</b>	Opening Doors Executive Committee will review the Selection Committee recommendation on the highest scoring proposals and award amounts.
<b>June 22, 2023</b>	<b>Notice of Awards</b>	Opening Doors Staff will issue notices of awards to Applicants point of contact and Continuum of Care.
<b>June 26 – 28, 2023</b>	<b>Memorandum of Understanding (MOU)</b>	Opening Doors Staff will work with Grantees to execute contracts for funding.
<b>July 3 – 7, 2023</b>	<b>Project Start Date</b>	Execution of State Unified Contract



# Homeless Definition

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(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></li> <li>(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</li> </ul>
	<b>Category 2</b>	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	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"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>





# Homeless Definition

## RECORDKEEPING REQUIREMENTS



<p><b>Category 1</b></p> <p>Literally Homeless</p>	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>: <ul style="list-style-type: none"> <li>○ discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>	
	<p><b>Category 2</b></p> <p>Imminent Risk of Homelessness</p>	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a <u>hotel</u> or <u>motel</u>—evidence that they lack the financial resources to <u>stay</u>; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	<p><b>Category 3</b></p> <p>Homeless under other Federal statutes</p>	<ul style="list-style-type: none"> <li>• 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></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• 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></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	<p><b>Category 4</b></p> <p>Fleeing/ Attempting to Flee DV</p>	<ul style="list-style-type: none"> <li>• <i>For victim service providers:</i> <ul style="list-style-type: none"> <li>○ 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.</li> </ul> </li> <li>• <i>For non-victim service providers:</i> <ul style="list-style-type: none"> <li>○ 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></li> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>



# At Risk of Homelessness

<b>CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</b>	<b>Category 1</b>	Individuals and Families	An individual or family who: <ul style="list-style-type: none"> <li>(i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u></li> <li>(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></li> <li>(iii) Meets one of the following conditions:                         <ul style="list-style-type: none"> <li>(A) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u></li> <li>(B) Is living in the home of another because of economic hardship; <u>OR</u></li> <li>(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></li> <li>(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></li> <li>(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></li> <li>(F) Is exiting a publicly funded institution or system of care; <u>OR</u></li> <li>(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</li> </ul> </li> </ul>
	<b>Category 2</b>	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
	<b>Category 3</b>	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.**

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

<b>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</b>			
<b>Activity types:</b>			
<b>Essential Services</b>	<b>Renovation (also includes Major Rehab and Conversion)</b>	<b>Shelter Operations</b>	<b>Assistance Required Under the Uniform Relocation and Real Property Acquisition Act of 1970 (URA)</b>
<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Case management</li> <li>• Child Care</li> <li>• Education Services</li> <li>• Employment Assistance and Job Training</li> <li>• Outpatient Health Services</li> <li>• Legal Services</li> <li>• Life Skills Training</li> <li>• Mental Health Services</li> <li>• Substance Abuse Treatment Services</li> <li>• Transportation</li> <li>• Services for Special Populations</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Labor</li> <li>• Materials</li> <li>• Tools</li> <li>• Other costs for renovation (including rehab or conversion)</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Maintenance</li> <li>• Rent</li> <li>• Security</li> <li>• Fuel</li> <li>• Equipment</li> <li>• Insurance</li> <li>• Utilities</li> <li>• Food</li> <li>• Furnishings</li> <li>• Supplies necessary for shelter operation</li> <li>• Hotel/Motel Vouchers</li> </ul>	<u>Eligible costs:</u> <ul style="list-style-type: none"> <li>• Relocation payments</li> <li>• Other assistance to displaced persons</li> </ul>

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

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

**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**

Eligible costs:

- 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

## Project Review Evaluation Matrix

FACTOR	CRITERIA	MAXIMUM POINTS
<b>1. History Experience</b>	<ul style="list-style-type: none"> <li>• Length and quality of experience serving the target population(s) the applicant proposes serving.</li> <li>• Length and quality of experience in implementing the same or similar activities as proposed</li> </ul>	10
<b>2. Financial Capacity</b>	<ul style="list-style-type: none"> <li>• Evaluate the financial capacity of the organization to perform the duties of the program, including the plan to meet the match requirements of the grant.</li> <li>• Evaluate how the project applicant will continue the project, even if not awarded through the Unified Grant Contract.</li> <li>• Evaluate the extent to which the proposed activities align with the local priorities and grant program requirements described in the RFP Manual.</li> </ul>	10
<b>3. Community and Diversity</b>	<ul style="list-style-type: none"> <li>• The organizational leadership reflects the demographic of clients served.</li> <li>• The organization describes strategies to deliver culturally competent services and serve marginalized/underserved populations described in RFP Manual.</li> <li>• The organization describes a plan to coordinate and collaborate with Opening Doors and Community Partners to connect clients to mainstream resources to address barriers to obtaining and maintaining housing, employment, education, and health care.</li> <li>• The organization describes current collaboration and partnerships with Opening Doors and Community Partners, if applicable.</li> </ul>	15
<b>4. Service Provision Approach</b>	<ul style="list-style-type: none"> <li>• Organization agrees to full participation in the Coordinated Entry System and Homeless Management Information System.</li> <li>• Understanding of and commitment to providing services in keeping with the following approaches:               <ol style="list-style-type: none"> <li>1. Low Barrier</li> <li>2. Housing First</li> <li>3. Fair Housing</li> <li>4. Trauma Informed</li> </ol> </li> </ul>	20

<b>5. Video Presentation</b>	<ul style="list-style-type: none"> <li>• The video presentation includes details about the logistics and vision of the proposal.</li> <li>• The video presentation demonstrates the organization's understanding of overall CoC wide goals, strategies, and priorities for funding.</li> <li>• The organization is well prepared to answer the review committee's questions regarding the proposal.</li> </ul> <p>These video presentations must explicitly describe Factors: 1, 2, 3, 4, and 6.</p>	10
<b>6. Alignment with Local Priorities</b>	<ul style="list-style-type: none"> <li>• The extent to which the proposed activities align with the local priorities described in RFP.</li> </ul>	15
<b>7. Measurable Goals and Objectives</b>	<ul style="list-style-type: none"> <li>• Proposed goals and objectives are specific and aligned with the intent of this RFP.</li> <li>• Applicant demonstrates the capacity to measure progress towards goals.</li> </ul> <p>Applicant must describe plan to reduce and prevent homelessness; reduce returns to homelessness; reduce length of time homelessness; and increase housing placement retention.</p>	20
	<b>Total Possible Points</b>	<b>100</b>

## 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 where 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 evaluation for Rapid Re-housing (RRH) or 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.