



Opening Doors

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

Emergency Solutions Grant Coronavirus Block 3 (ESG-CV 3)

RELEASE DATE: Monday, June 5, 2023

RFP Closing Date: Monday, June 19, 2023, at 5:00 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
2. **Fill out the correct application:**

New applicants who did NOT apply for the 2023 RFP (DCF) Competition in May 2023 should fill out the application at <https://forms.gle/pyYUUCTC9hPCw26P9>

Returning applicants who applied for the 2023 RFP (DCF) Competition in May 2023 should fill out the application at <https://forms.gle/yRWzqLHQaM42GVw89>

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 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-supplemental-competition-2023>

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A. INTRODUCTION

The Florida State Office on Homelessness, through the Department of Children and Families (DCF), has made emergency pandemic funds available under the Unified Homelessness Grant Program (Florida). FL 511-Pensacola/Escambia, Santa Rosa Counties CoC in Florida has been awarded \$201,481.33 under the State Unified Homelessness Grant for the Emergency Solutions Grant – Coronavirus Block 3 (ESG-CV3). 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 **\$ 190,399.87** to support the Eligible Activities as described in sections I, II, and III. A portion of the funds must be used for administrative costs – a set amount deemed by HUD as 7.5% of the allocation, with 2% of the grant going to subrecipients. These grant funds are for activities performed for the fiscal year of July 1, 2023, through June 30, 2024. This is a one-time allocation, which was reallocated to the State of Florida from other communities in the nation that did not spend down previous awards of ESG-CV.

Below is a breakdown of the amount of funding available for this grant:

I. Emergency Solutions Grant – Coronavirus Block 3 (ESG-CV 3)

Eligible Components / Activities	Allocation of Funds	
<p>The purpose of the ESG-CV 3 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>** ESG funding for shelter and outreach combined is limited to 60% of the total ESG allocation.</p>	<p>Allocated to CoC FL-511</p> <p>\$ 201,481.33</p>	
<p>ESG-CV3 funds must be used “to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance and homelessness prevention activities to mitigate the impacts created by coronavirus under the Emergency Solutions Grants program.” This means serving people who are most vulnerable and at-risk of harm because of or the possibility of COVID-19 exposure. Project applicants</p>	<p>Opening Doors Admin (5.5%):</p> <p>\$11,081.46</p>	<p>Services Provided (92.5%):</p> <p>\$ 186,370.24</p>

<p>must accept referrals from or send client referrals to an Access Point for prioritization screening. ESG-CV3 program participants must be assessed, prioritized, and referred to through the CE Access Points before screening for the ESG-CV program. This streamlined process is a requirement of the grant and its funders.</p> <p>There will be deliverable requirements based on the amount of the award.</p>		<p>Subrecipient Admin (2%):</p> <p>\$ 4,029.63</p>	<p>Award Amount Available:</p> <p>\$ 190,399.87</p>
Individual Component Information			
Component	Amount	# of Awards Available	
Street Outreach	\$ 7,000	1 Project Applicant	
Emergency Shelter	\$ 90,000	2 Project Applicants	
Homeless Prevention	\$ 36,370.24	1 Project Applicant	
Rapid Rehousing	\$ 44,000	1 Project Applicant	
HMIS	\$9,000	Each awarded project applicant will receive a portion of HMIS funds to cover license fees for data entry and reporting.	
Admin	TBD	Subrecipient will receive 2% of the award.	

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 . 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 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).
- Your organization must be registered with the Florida Department of Agriculture & Consumer Services: Solicitation of Contributions (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.
- Your organization must submit a copy of the most recent fiscal year's single audit, if applicable. Organizations are required to have a single audit if they expend \$750,000 or more in federal awards or \$750,000 or more in state awards during a fiscal year.

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.

In addition, according to the CDC, those individuals with higher risk for severe COVID-19 include those over the age of 65, those with an underlying medical condition, and some racial and ethnic minority groups who face multiple barriers to accessing healthcare due to lack of insurance, transportation, child care, or ability to take time off from work.

E. BEST PRACTICES AND SERVICES APPROACH

1. Low Barrier Approach

Low Barrier is an approach through which a minimal number of expectations are placed on persons who wish to participate in services. The aim of a low barrier approach, as it pertains to emergency shelter, supportive services, rental assistance and any other activity eligible under this RFP is to have as few barriers and rules as possible to allow as many individuals as possible to access services by meeting them “where they’re at” rather than requiring that they meet eligibility milestones, such as abstaining from substance use for a specific length of time prior to being eligible to receive services. This often means that people staying in low-barrier shelters or participating in other eligible services are not expected to abstain from using alcohol, forced to 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 5th of the month following service delivery. Grantees are expected to monitor their data quality through Annual Performance Reports and CAPER reports to ensure monthly reporting is accurate.

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

New applicants who did NOT apply for the 2023 RFP (DCF) Competition in May 2023 should fill out the application at <https://forms.gle/pyYUUCTC9hPCw26P9> . Returning applicants who applied for the 2023 RFP (DCF) Competition in May 2023 will not have to resubmit their nonprofit documentation and should fill out the application at <https://forms.gle/yRWzqLHQaM42GVw89> . Use of the provided Application and Budget Templates (*ESG-CV3*), 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

Proposal applications will be accepted no later than 5:00 p.m. CST, June 19, 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. 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.

4. 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 . 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 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 . 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-supplemental-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-supplemental-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 Supplemental RFP (ESG-CV3) TIMELINE

DATE	TASK	DETAILS
June 5, 2023	Posting of Application Public Notification	To apply for the ESG-CV Block 3 funding opportunity, please visit our website openingdoorsnwfl.org . Opening Doors will post public notification of RFP Application and Funding Opportunity via CoC Lead Website, Homeless Reduction Task Force, and Constant Contact
June 19, 2023 5:00 pm CST	RFP Application Due	ALL ESG-CV Block 3 PROPOSALS AND REQUIRED DOCUMENTS SUBMITTED through the application links. New Applicants for 2023's RFP: https://forms.gle/pyYUUCTC9hPCw26P9 Returning Applications for 2023's RFP: https://forms.gle/yRWzqLHQaM42GVw89
June 26-30, 2023	Opening Doors Selection Committee (ODSC) Review	The CoC Project Review and Selection Committee will review all ESG-CV Block 3 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.
July 3, 2023	Applicant notification of Ranking Score	Opening Doors will notify project applicants.
July 5-6, 2023	Appeals	Opening Doors will contact those with lower scores to allow them to appeal their scoring. Appeal window will close at 8:00 pm.
July 7, 2023	Appeals Response	Selection Committee reviews and responds to appeal.
July 10, 2023	Opening Doors Executive Committee Meeting to Review and Acceptance	Opening Doors Executive Committee will review the Selection Committee recommendation on the highest scoring proposals and award amounts.
July 11, 2023	Notice of Awards	Opening Doors Staff will issue notices of awards to Applicants point of contact and Continuum of Care.
July 12-14, 2023	Memorandum of Understanding (MOU)	Opening Doors Staff will work with Grantees to execute contracts for funding.
July 17-21, 2023	Project Start Date	Execution of ESG-CV Supplemental Addendum



Homeless Definition

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



Homeless Definition

RECORDKEEPING REQUIREMENTS



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



At Risk of Homelessness

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



Emergency Solutions Grants (ESG) Program Components Quick Reference

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

Component: Street Outreach. These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101	
Activity type: Essential Services	
<u>Eligible costs:</u>	
<ul style="list-style-type: none"> • Engagement • Case Management • Emergency Health Services 	<ul style="list-style-type: none"> • Emergency Mental Health Services • Transportation • Services for Special Populations

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

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

Activity types:

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

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

Activity types:

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

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

Activity type: HMIS

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

2023 Supplemental RFP Proposal Scoring Rubric

General

Question		Points & Answers		
History and Experience	Did the proposal demonstrate that the organization has adequate history in serving those nearing or experiencing homelessness?	No Points No, the organization has never served those nearing or experiencing homelessness.	2 Points Yes, the organization has served those nearing or experiencing homelessness successfully but has never administered a project dedicated to them.	4 Points Yes, the organization has administered at least one project dedicated to those nearing or experiencing homelessness.
	Did the proposal demonstrate the organization has previously and successfully administered the same or similar services in the past?	No Points No, the organization has never successfully administered an applicable service.	2 Points Yes, the organization has successfully administered one type of applicable service.	4 Points Yes, the organization has successfully administered more than one type of applicable services.
	In reviewing the project proposal and the agency's video, has the organization previously administered similar federal/state/local government grants?	No Points No, the organization has no prior experience.	2 Points Yes, local government or privately funded grants.	4 Points Yes, federal and state grants.
	If the project applicant expended \$750,000 in state or federal funds and submitted their single audit report, did that report prove that a FY2022 single audit was performed and in compliance with state/federal statute?	No Points No, the required audit was performed and not in compliance	5 Points Not applicable. No audit was performed or required.	5 Points Yes. Required audit was fully performed and in compliance.

2023 Supplemental RFP Proposal Scoring Rubric

General

Question		Points & Answers		
Financial Capacity	Did the organization demonstrate having the fiscal capacity to successfully and accurately manage a project of this size, including the ability to manage multiple contracts, allocate funds and track expenses by fund as demonstrated in their application, financial and 990 attachments?	<p>No Points</p> <p>No, the organization has NOT demonstrated the required fiscal capacity.</p>	<p>3 Points</p> <p>Yes, the organization has demonstrated SOME fiscal capacity but needs administrative improvements, such as in tracking expenses or on-time reporting.</p>	<p>4 Points</p> <p>Yes, the organization has FULLY demonstrated the required fiscal capacity.</p>
	Did the organization demonstrate sufficient cash flow to support the project, given this is a reimbursement base grant (Financials and 990 Attachments)?	<p>No Points</p> <p>No, the organization has NOT demonstrated sufficient cash flow to support the required services and staffing capacity.</p>	<p>2 Points</p> <p>Yes, the organization has demonstrated SOME cash flow to support the required services and staffing capacity.</p>	<p>4 Points</p> <p>Yes, the organization has demonstrated FULLY sufficient cash flow to support the required services and staffing capacity.</p>

2023 Supplemental RFP Proposal Scoring Rubric

General

Question		Points & Answers		
Community and Diversity	Did the organization demonstrate commitment to racial equity specifically among agency leadership?	<p>No Points</p> <p>No, the organization did NOT demonstrate a commitment to racial equity.</p>	<p>2 Points</p> <p>Yes, the organization did demonstrate SOME commitment to racial equity, but not among agency leadership.</p>	<p>5 Points</p> <p>Yes, the organization did demonstrate FULL commitment to racial equity, especially among agency leadership.</p>
	Did the organization demonstrate commitment to ensuring all staff has the attitude, knowledge, and skills to deliver culturally competent services?	<p>No Points</p> <p>No, the organization did NOT demonstrate a commitment to culturally competent service delivery.</p>	<p>2 Points</p> <p>Yes, the organization did demonstrate SOME commitment to culturally competent service delivery.</p>	<p>5 Points</p> <p>Yes, the organization did demonstrate FULL commitment to culturally competent service delivery.</p>
	Did the organization demonstrate a commitment to collaboration with Opening Doors and other community partners?	<p>No Points</p> <p>No, the organization did NOT demonstrate a commitment to collaboration with Opening Doors OR other community partners.</p>	<p>2 Points</p> <p>Yes, the organization did demonstrate SOME commitment to collaboration with Opening Doors OR other community partners.</p>	<p>5 Points</p> <p>Yes, the organization did demonstrate FULL commitment to collaboration with Opening Doors AND other community partners.</p>

2023 Supplemental RFP Proposal Scoring Rubric

General

Question		Points & Answers		
Service Provision Approach	Did the organization commit to participating in Coordinated Entry?	No Points No		4 Points Yes
	Did the organization commit to participating in HMIS, or for victim service providers, an HMIS comparable database?	No Points No		4 Points Yes
	Did the organization demonstrate understanding and commitment to Trauma Informed Care and service delivery?	No Points No, the organization did NOT demonstrate understanding or commitment to Trauma Informed Care and service delivery.	2 Points Yes, the organization did demonstrate SOME understanding and commitment to Trauma Informed Care and service delivery.	4 Points Yes, the organization did demonstrate FULL understanding and commitment to Trauma Informed Care and service delivery.
	Did the proposal demonstrate understanding and commitment to a Low Barrier, Housing First approach?	No Points No, the organization did NOT demonstrate understanding or commitment to a Low Barrier, Housing First approach.	2 Points Yes, the organization did demonstrate SOME understanding and commitment to a Low Barrier, Housing First approach.	4 Points Yes, the organization did demonstrate FULL understanding and commitment to a Low Barrier, Housing First approach.
	Did the proposal demonstrate an understanding and commitment to Fair Housing and Equal Access practices?	No Points No, the organization did NOT demonstrate understanding or commitment to Fair Housing and Equal Access practices.	2 Points Yes, the organization did demonstrate SOME understanding and commitment to Fair Housing and Equal Access practices.	4 Points Yes, the organization did demonstrate FULL understanding and commitment to Fair Housing and Equal Access practices.
General Section Points Range		Minimum: 0 Points		Maximum: 60 Points

2023 Supplemental RFP Proposal Scoring Rubric

Grant: ESG-CV3

Question		Points & Answers		
Budget	Are the requested budget amounts within the range of available dollars and requirements of the ESG-CV 3 grant?	No Points No, the budget is not within the capabilities of this ESG-CV 3 grant.	3 Points Yes, MOSTLY, with some need for adjustment.	5 Points Yes, FULLY within the capabilities of this ESG-CV 3 grant.
	Does the budget provided by the agency adequately support the activities and goals proposed by the applicant?	No Points No, the budgeted funding is insufficient.	3 Points Yes, MOSTLY, with some need for adjustment.	5 Points Yes, the budgeted funding is FULLY sufficient.
	Does the budget and line items, provided by the agency, demonstrate an understanding of the eligible activities described in this RFP? Eligible activities are described here: https://openingdoorsnwfl.org/web/assets/download/ESG-Program-Components-Quick-Reference.pdf	No Points No, the budget and line items DO NOT demonstrate understanding.	3 Points Yes, MOSTLY, with some need for adjustment.	5 Points Yes, the budget and line items FULLY demonstrate understanding.
Alignment with Priorities	Based on the local priorities described in the ESG-CV 3 Detailed Instructions, does the project proposal demonstrate dedication and history in serving at least 2 special populations and the populations most at risk of exposure and harm from COVID-19?	No Points No, they have no history or dedication in serving any of these special populations nor the populations with high COVID-19 risk.	3 Points No, they demonstrate dedication but no history with serving special populations or populations with high COVID-19 risk.	5 Points Yes, they demonstrate both dedication and history in serving at least 2 of these special populations and populations with high COVID-19 risk.

2023 Supplemental RFP Proposal Scoring Rubric

Grant: ESG-CV3

Question		Points & Answers				
Measurable Goals and Objectives	Does the project proposal demonstrate clear understanding of local priorities to serve chronically homeless, decrease returns to homelessness, and/or prevent first time homelessness of cliients that are housed to reduce returns to unsheltered settings?	No Points No, not at all.	2 points Yes, BUT it wasn't described well or has feasibility issues.		5 points Yes, FULLY described and the plan is feasible.	
	Are the project proposal's goals and objectives specific and in alignment with the intent and performance goals of this RFP?	No Points No, not at all.	2 Points Yes, BUT it wasn't described well or the proposals objectives do not align with the performance goals of this RFP.		5 Points Yes, FULLY described and the proposal is based on the objectives and performance goals of this RFP.	
	Does the applicant demonstrate the capacity to measure progress towards goals?	No Points No, not at all.	2 Points Yes, BUT it wasn't described well or does not demonstrate the capacity to measure the project's goals.		5 Points Yes, FULLY described and the proposal demonstrates the capacity to meausr the project's goals.	
Viewpoint	After carefully reviewing this organization's grant proposal, how confident are you that they will successfully administer this grant in service to our community?	No Points Not at all confident	1 Points Slightly confident	2 Points Somewhat confident	3 Points Quite confident	5 Points Extremely confident
ESG-CV3 Section Points Range		Minimum: 0 Points			Maximum: 40 Points	
ESG-CV3 & General Points Range		Minimum: 0 Points			Maximum: 100 Points	

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 (§76.404(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.