



Capacity Building Session

BOOSTING NONPROFIT IMPACT

BUILDING STRONGER FOUNDATIONS TOGETHER



CONTENT FOR TODAY'S MEETING

- **Part I – The Basics**

- Who can apply for grant funding?
- What is Capacity?
- What is an RFP?
- Sample RFP Application Timeline

- **Part II – Next Steps**

- Things to Consider Before Making Application
- Preview of the Grants
- What can I do now to prepare?

WHO CAN APPLY FOR THE DCF STATE UNIFIED RFP?

- ❖ Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS) are eligible to apply for available state and federal funding.
- ❖ Not sure if your organization is a non-profit? Want to start a non-profit?
 - <https://www.irs.gov/charities-and-nonprofits>

“CAPACITY”

WHAT DOES IT MEAN

- ❑ Organization has an active Board of Directors with Bylaws
- ❑ Organization has Articles of Incorporation
- ❑ Organization has strong Financial Policies and Procedures
 - ✓ Board Approved Annual Budget and Oversight
 - ✓ Annual Audit* or Financial Review for at least two years
 - ✓ Designated Finance Person with Separation of Duties
 - ✓ Cash Reserves for Grants that Reimburse Expenses or Require Match

- ❑ Organization has key staff with job descriptions and/or resumes that can plan, track, and monitor program performance.
- ❑ Organization actively participates in HMIS or is willing to upon subcontract award
- ❑ **Organization is a member* or will become a member of the CoC.**
- ❑ Organization can demonstrate active participation in the CoC through General Coalition Meeting attendance, Committee or workgroup participation
- ❑ Organization has an Unique Entity ID from SAM.gov

WHAT IS A SAM REGISTRATION?

System for Award Management

A SAM registration is required for any entity to bid on and get paid for federal contracts or to receive federal funds.

- Include for-profit businesses, nonprofits, government contractors, government subcontractors, state governments, and local municipalities.
- SAM registration is valid for one (1) year from the date the registration is complete and must be renewed before 60 days of expiration to avoid potential penalties.

[SAM.gov](https://sam.gov) | Entity Registrations

WHAT IS A UEI NUMBER ?

Unique Entity Identifier (UEI)

A unique entity identifier (UEI) is a 12-character alphanumeric ID issued by the government that allows an organization to apply for federal grants.

- If your organization plans to apply for federal grants, you will need a UEI number.
- [Apply at SAM.gov.](https://sam.gov)

WHAT IS MATCH?

- HUD won't pay for the cost of your entire program – you must match HUD's funding with some of your own.
- The match ratio is different for each grant.
- You must keep track of your match and show how it was spent on eligible costs for eligible clients – you can't use funding for a non-CoC program like a soup kitchen to match your housing project (unless it's documented how often CoC clients eat there and the cost, which can be match).
- You can use staff and volunteer time related to CoC clients as match – provided that their salary isn't paid by HUD

MATCH WARNINGS

- The other funding activities must programmatically match with Challenge or ESG costs and eligible clients.
- The other source used for match can't claim Challenge or ESG funds as its match.
- The funds must not statutorily prohibit its use as match (e.g., HOME)

SOURCES: HOW TO GET MATCH?

- ❖ County funds, City funds
- ❖ Foundations
- ❖ Other Non-profits
- ❖ Churches and Faith-based groups
- ❖ Organization Revenue
- ❖ Private donations
- ❖ Volunteers and Interns

MONITORING REQUIREMENTS

- Federal and State Requirement
- Monthly Invoice Monitoring
- Formal Monitoring: 2-4 times per year
 - ✓ Client files
 - ✓ Client Satisfaction Surveys
 - ✓ Match
 - ✓ Employee Files & Interviews
 - ✓ Written Policies & Procedures

QUESTIONS?



WHAT IS A REQUEST FOR PROPOSAL (RFP)?

- A **Request for Proposal** is a solicitation used by an organization to obtain proposals or bids in search of a qualified contractor or vendor to complete a project.
- The RFP will include the following:
 - Background of the available programs
 - Evaluation criteria
 - Scope of work (i.e., tasks to be performed by the awarded subcontractor and the timeline for providing deliverables)

NOTICE: We have detected a technical issue with the original email application.

If you have completed your application using Jotform from the original notice, please submit again using the link on this corrected version (See below New RFP 2022 Application).

Our sincere apologies for any inconvenience we might have caused.

Unified Homelessness Grant Program 2022-2023



DCF Funding Opportunity

Opening Doors Northwest Florida announces Request for Proposals Unified Homelessness Grant Program

RELEASE DATE: Friday, June 3, 2022
RFP Closing Date: Thursday, June 23, 2022

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.

FUNDING

\$ 414,000.00 total in reimbursable grant funds are available through this RFP to support the Eligible Activities as described in Sections A through B. These grant funds are for activities performed between July 1, 2022, through June 30, 2023. Applicants shall submit one application for each Agency/Organization. The application allows each Agency to submit a separate proposal for each grant/program funding source.

Notice of Request for Proposals

New RFP 2022
Application

Opening Doors Northwest Florid | 1020 North New Warrington Road, Pensacola, FL 32506
www.openingdoorsnwfl.org

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SAMPLE

2024 STATE UNIFIED RFP TIMELINE

Attachment A

2024 State Unified RFP Timeline

DATE	TASK	DETAILS
4/19/2024	State Unified Grant Camp	A capacity building workshop and informational meeting hosted by Opening Doors to prepare potential project applicants for the 2024 State Unified RFP process. Grant Camp will be held at 1020 N. New Warrington Road, Pensacola, FL 32506 at 9:30 AM CST.
4/23/2024	Official RFP Announcement	Official announcement of State Unified RFP. Staff will post public announcement on the Opening Doors website (openingdoorsnwfl.org). Additional announcement will be re via email listserv and Governmental Liaison listserv.
4/23/2024	Posting of Application	RFP Application is posted to the Opening Doors website on competition page. Application posting will include: <ul style="list-style-type: none"> Digital Form Link Paper Form RFP Manual RFP Rubric RFP Budget Tool RFP Match Letter Form
5/3/2024	Letter of Intent	Submit the Letter of Intent (LOI) to apply for the RFP no l 5 PM CST. The LOI must be composed on organization letter and addressed from the organization's Board Chair or Executive Director. The letter must be submitted to grants@openingdoorsnwfl.org
5/17/2024	RFP Project Application Submission Deadline	STATE UNIFIED PROPOSALS AND REQUIRED DOCUMENTATION DUE by 7 PM CST. Proposals and required documentation submitted online.
5/20/2024 - 5/24/2024	Project Review and Ranking	The Project Review and Selection Committee (PRRC) will re score all proposals. The Committee will submit any clarifying questions to Opening Doors staff to have applicants provide responses for evaluation.
5/28/2024	Score and Ranking Report	The Score and Ranking Report is produced by the HMIS Reportwriter. Reviewer score reports cannot be modified. The scoring tool can be audited.
5/29/2024	Project Applicant Score and Ranking Notification	The Procurement Management team will review the score report and evaluates the input from the scoring process. The Procurement Management team may contact the PRRC for clarification.
5/30/2024	Appeals Window Opens	Project applicants may submit an appeal. This appeal may be a request to submit additional information for a curable deficiency. Incurable deficiencies will not be considered for the appeals process.
6/3/2024	Appeals Window Closes	Submission of appeals is due by 7 PM CST.
6/6/2024	Appeals Response Due	The PRRC will review the appeal. PRRC will evaluate new information to determine impact on final score. PRRC will respond to appeal via the Opening Doors Procurement Team.
6/10/2024	CoC Council Executive Committee Notification and Approval	The Procurement Management Team delivers the final project applicant score and ranking report to the CoC Council Executive Committee. Procurement Management Team will make final recommendations and seek approval to move to contract.
6/11/2024	Public Announcement of Awardees	Opening Doors Staff will issue notices of awards to the Applicant's point of contact and Continuum of Care.
6/14/2024 - 6/28/2024	MOU Production and Delivery	Opening Doors Staff will work with Grantees to negotiate and execute contracts for funding.
7/1/2024	Subcontract Term Begins	Grant period for the gran begins.

WHAT TO EXPECT WHEN AN RFP IS RELEASED....

- 1) Opening Doors will send out an email outlining the details of the RFP including an Application Timeline
- 2) Once released you will need to read the RFP Guide in depth to understand what is required by applicants to apply for the funds
- 3) Meet with your Board of Directors to see if the funding being offered is right for your organization
 - a. Will the grant support the mission of your organization?
 - b. Do you have trained staff to meet the requirements of the grant?
- 4) If your Board approves, apply for the RFP
- 5) Submit the RFP with all required documentation.
- 6) Await the RFP review and ranking results from Opening Doors.

PREVIEW

POTENTIAL FUNDS

CHALLENGE GRANT

- State homelessness assistance grant that requires recipients and subrecipients to design programs that will help the CoC meet their Community Strategic Plan.
- Priority for 2024-2025: Housing Programs with Supportive Services
- **Housing Program Types:** Emergency Shelter/Homeless Motel Voucher, Transitional Housing, Rapid Rehousing, Permanent Supportive Housing, nontraditional Permanent Housing, and Case/Care Management
- **Supportive Services:** Landlord engagement, tenant education, material goods, local public transportation funds, job training and employment, education, street outreach materials (i.e., food, hygiene kits, clothing), Case/Care Management
- **Program Need:** HMIS and Case Management

EMERGENCY SOLUTIONS GRANT

- Federal homelessness and at-risk grant that requires recipients and subrecipients to design programs that will help the CoC meet their Community Strategic Plan.
- Priority for 2024-2025: Housing Projects with Supportive Services
- Available activities: Street Outreach, Emergency Shelter, Rapid Rehousing
 - Required: HMIS Data Entry and Case Management

QUESTIONS?



THINGS TO CONSIDER BEFORE MAKING APPLICATION.....

- Administrative Burden on Organization
- Equal Access Law
- Housing First
- Affirmative Furthering Fair Housing
- Anti-Discrimination Policy
- ADA Laws
- HIPAA Laws