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**Homeless Services Network of Central Florida, Inc.  
Request for Proposals  
2009 Continuum of Care**

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**Proposal Requirements and Information**

The Homeless Services Network of Central Florida is soliciting proposals for new projects for the agency's 2009 Continuum of Care application to the U. S. Department of Housing and Urban Development (HUD). Approximately \$1 million in new funding may be awarded through this process. In order to ensure that HSN's application is competitive with HUD national goals, projects will be given priority:

- Permanent supportive housing projects that utilize Neighborhood Stabilization Program (NSP) acquired property
- Projects which request 25% or less of the total project budget in supportive services (client-related services)
- Projects which document HPRP, CDBG, and/or ESG funding as leveraging or where program design reflects integration with these funding streams.

Local Continuum of Care priorities include:

- Permanent supportive housing for chronically homeless individuals
- Transitional housing for homeless households with children.
- Implementation of homeless prevention center operations to serve an underserved area of the Continuum of Care

**SUBMISSION FORMAT:** Please provide electronic copies of all documents on CD or USB flash drive. Provide 8 paper copies of the proposal cover sheet, Exhibit 2 application, and HUD logic model and just one paper copy of each of the attachments requested. Faxed or e-mailed proposals will not be considered.

**DEADLINE: Monday, October 5, 2009 at 5:00 p.m.**

Proposals may be mailed or hand delivered to:

Homeless Services Network of Central Florida  
1940 Traylor Boulevard  
Orlando, FL 32804

**ELIGIBLE APPLICANTS:** Any unit of government or organization with a 501 (c) (3) in Orange, Seminole, or Osceola Counties may submit a proposal to provide SHP eligible services to people experiencing homelessness.

**NOTIFICATION REQUIREMENTS:** All applicants are urged to notify HSN of their intent to respond to this RFP by sending an email to [rfp@hsncfl.org](mailto:rfp@hsncfl.org) by September 15, 2009.

**PROPOSAL REVIEW BENCHMARKS:**

- RFP issued September 4, 2009
- Mandatory workshops – September 8, 2009 at 2:30 p.m. or September 11, 2009 at 2:30 p.m.
- Notification by potential applicants to HSN – September 15, 2009
- Proposal deadline – October 5, 2009
- Proposal review complete by independent HSN Advisory Committee – October 14, 2009
- Results announced – October 16, 2009
- Technical review in preparation for submission in 2009 Continuum of Care – October 19 – 30, 2009 deadline for submission (pending notification by HUD of the 2009 national deadline).

**APPLICATION OVERVIEW**

**PROPOSAL COVER SHEET** – summarizes the proposal being submitted

**APPLICATION – EXHIBIT 2** – includes three sections describing the project, its budget and the applicant’s organizational capacity to implement the proposed project.

- Section I – Project Summary
- Section II – Project Budget
- Section III – New Project Narrative

**HUD LOGIC MODEL** – This Excel spreadsheet reports the 1) problem, need, situation; 2) services/activities; 3) units of measure of such services; 4) impact of the proposed project; 5) accountability measures. The E-Logic model is a standardized format required by all HUD-funded SHP programs.

**ATTACHMENTS:** There are seven attachments requested:

- Mission statement
- Current organization chart
- Current Board of Directors
- Current Federal Tax 990 (most recent)
- Job descriptions of all positions proposed to be funded
- 501 (c) 3 Certificate
- Most recent audited financial statements.

**PROJECT REVIEW AND SELECTION PROCESS:**

**Preliminary review** – HSN staff will review each submitted proposal to assure that all minimum submission requirements have been met by applicants.

**Independent review and scoring** – Proposals that pass inspection will be referred to an independent HSN Advisory Committee comprised of individuals who represent Seminole, Orange and Osceola Counties, with expertise in social services, homelessness, housing and addressed community needs. Based on the scoring rubric, each proposal will be evaluated.

The HSN Advisory Committee will meet and recommend approval of those proposals which most closely meet the scoring criteria and HUD requirements for new program funding in the 2009 Continuum of Care.

HSN reserves the right to accept or reject any or all applications, with or without cause; to waive technicalities; or to accept proposals, which in its sole judgment, best serve the interest of the HSN 2009 Continuum of Care application and HUD requirements for SHP funding.

<b>2009 Continuum of Care Scoring Rubric</b>	
<b>HUD National Priorities</b> Addresses a priority as defined in this RFP	<b>10 points available</b>
<b>Local Continuum of Care Priorities</b> Addresses a priority as defined in this RFP	<b>10 Points available</b>
<b>Address Goals of the HUD Supportive Housing Program (SHP)</b> <ul style="list-style-type: none"> <li>▪ Plan to increase skills and/or income</li> <li>▪ Plan to access permanent housing</li> <li>▪ Plan to access mainstream benefits and resources</li> </ul>	<b>30 points available</b>
<b>Emphasis on Housing</b> <ul style="list-style-type: none"> <li>▪ Project includes 75% funding for leasing, operating expenses, rehabilitation and/or acquisition</li> </ul>	<b>20 points available</b>
<b>Leveraging/Supplemental Resources</b> <ul style="list-style-type: none"> <li>▪ Leverages at least two times request</li> </ul>	<b>20 points available</b>
<b>Past Performance/Agency Capacity</b> <ul style="list-style-type: none"> <li>▪ Past performance</li> <li>▪ HMIS participation</li> <li>▪ Agency capacity</li> <li>▪ Budget accuracy</li> <li>▪ Unexecuted grants (-10 points per grant)</li> </ul>	<b>20 points available</b>
<b>TOTAL POINTS</b>	<b>110 points available</b>
<b>Addresses Need of the Chronically Homeless</b> (Must serve at least 70% chronically homeless)	<b>10 Bonus Points</b>

**QUESTIONS:**

Technical questions regarding this RFP should be directed to Cathy Jackson, HSN, at (407) 893-0133, x 101 or via email at rfp@hsncfl.org.

## **FREQUENTLY ASKED QUESTIONS:**

### **What is HUD's definition of "homelessness?"**

HUD has not yet released its 2009 Notice of Funding Availability (NOFA) which may include changes to current definitions. HSN does not anticipate substantial changes in these definitions, but will notify all successful applicants of any HUD changes prior to submission of new funding grants in the 2009 CoC application.

A person is considered homeless only when he/she resides in one of the places described below:

- In places not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings (on the street).
- In an emergency shelter.
- In transitional or supportive housing for homeless persons who originally came from the streets or emergency shelters.
- In any of the above places but is spending a short time (up to 30 consecutive days) in a hospital or other institution.
- Is being evicted within a week from a private dwelling unit and no subsequent residence has been identified and lacks resources and support networks needed to obtain housing.
- Is being discharged within a week from an institution, such as a mental health or substance abuse treatment facility or a jail/prison, in which the person has been a resident for more than 30 consecutive days and no subsequent residence has been identified and the person lacks the resources and support networks needed to obtain housing.

For example, a person being discharged from prison after more than 30 days is eligible **ONLY IF** no subsequent residence has been identified and the person does not have money, family or friends to provide housing.

- Is fleeing a domestic violence housing situation and no subsequent residence has been identified and lacks the resources and support networks needed to obtain housing.

The following do **NOT** meet the HUD definition of Homeless:

- Persons living in housing, even though they are paying an excessive amount for their housing, the housing is substandard and in need of repair, or the housing is crowded.
- Persons living with relatives or friends.
- Persons living in a Board and Care, Adult Congregate Living Facility, or similar place.
- Persons staying in a motel, including a pay-by-the-week motels
- Persons being discharged from an institution that is required to provide or arrange housing upon release.
- Wards of the State, although youth in foster care may receive needed supportive services which supplements, but does not substitute for, the state's assistance

**What is the HUD definition of “chronically homeless?”**

A person who is “chronically homeless” is an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year or more, OR has had at least four (4) episodes of homelessness in the past three (3) years. In order to be considered chronically homeless, a person must have been sleeping in a place not meant for human habitation (*e.g.*, living on the streets) and/or in an emergency homeless shelter. A disabling condition is defined as a diagnosable substance abuse disorder, serious mental illness, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions. A disabling condition limits an individual’s ability to work or perform one or more activities of daily living.

**What are the HUD-approved fair market rates for the area served by the 2009 Continuum of Care?**

The MSA region that encompasses Orange, Seminole and Osceola Counties has the following Fair Market Rates:

- 0 Bedrooms -- \$793
- 1 Bedroom -- \$862
- 2 Bedrooms -- \$985
- 3 Bedrooms -- \$1,233
- 4 Bedrooms – 1,452

**What are successful applicant’s obligations to implement HMIS?**

All applicants who receive HUD funding are obligated to enter client-level data into HSN’s Homeless Management Information System (HMIS) in order to generate Annual Progress Reports (APR’s). HSN will provide licenses, training and technical assistance at no cost to successful applicants.

The following table describes the incremental levels of HMIS implementation which are used to evaluate an agency’s HMIS compliance:

<b>HSN HMIS Implementation – Standard Scoring Categories</b>				
<b>Points</b>	<b>Entry of required client data*</b>	<b>Entry of service delivery data</b>	<b>Privacy Policy</b>	<b>Data quality (completion rate)</b>
<b>1</b>	<b>Annually</b>	<b>Upon program exit</b>	<b>Written</b>	<b>85%</b>
<b>2</b>	<b>Within 72 hours of program entry</b>	<b>Within 72 hours of date of service</b>	<b>Distributed to staff</b>	<b>90%</b>
<b>3</b>	<b>Within 24 hours of program entry</b>	<b>Within 24 hours of date of service</b>	<b>Publicly posted</b>	<b>95%</b>

4	<b>During client intake</b>	<b>Upon service delivery</b>	<b>Distributed to clients</b>	<b>99%</b>
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\* Universal client data includes basic demographic information such as date of birth, gender, race, etc.

The goal for HSN is that agencies meet the following minimum requirements:

**Client data: 2; Service data: 2; Privacy policy: 3; Data quality: 3**

Applicants should **not** include funding for implementation of the HMIS in their proposals. Any questions regarding HMIS should be directed to Joel Remigio, HMIS Program Manager, 407-893-0133 x106 or hmis@hsncfl.org.

**What are the leveraging reporting requirements for this RFP?**

HUD homeless program funding is limited and can provide only a portion of the resources needed to successfully address the needs of homeless families and individuals. HUD encourages applicants to use supplemental resources, including state and local appropriated funds, to address homeless needs. The total of the leveraging amounts contained in this project will be added to that of all other projects and the grand total will be included in the 2009 Continuum of Care Exhibit 1, which is submitted by HSN.

Provide information only for contributions for which you have a written commitment in hand at the time of application. A written agreement could include signed letters, memoranda of agreement, and other documented evidence of a commitment. Leveraging items may include any written commitments that will be used towards your cash match requirements in the project, as well as any written commitments for buildings, equipment, materials, services and volunteer time. The value of commitments of land, buildings and equipment are one-time only and cannot be claimed by more than one project (e.g., the value of donated land, buildings or equipment claimed in 2008 and prior years for a project cannot be claimed as leveraging by that project or any other project in subsequent competitions). The written commitments must be documented on letterhead stationery, signed by an authorized representative, dated and in your possession prior to the deadline for submitting your application, and must, at a minimum, contain the following elements: the name of the organization providing the contribution; the type of contribution (e.g., cash, child care, case management, etc.); the value of the contribution; the name of the project and its sponsor organization to which the contribution will be given; and, the date the contribution will be available.

**What are the requirements for site control for transitional and/or permanent housing projects funded by SHP?**

HSN will request reasonable assurances that the applicant will own or have control of a site for the proposed project no later than the expiration of the 12-month period beginning upon notification of the award for grant assistance. An applicant may obtain ownership or control of a suitable site different from the site specified in the application. If any recipient fails to obtain ownership or control of the site within 12 months after notification of a grant award, the grant shall be recaptured and reallocated.

**What happens to the Administrative Costs identified in the Project Summary Budget, B1, Line 10?**

Applicants are required to request 5% of each project award for administrative costs. If the proposal is included in the 2009 Continuum of Care and HUD approves the proposal, these administrative costs will be assigned to the Homeless Services Network. Such administrative awards will be used by HSN to complete the obligations for grant management required by HUD, including accounting for the use of the grant funds, preparing HUD reports, obtaining audits, monitoring program performance and technical assistance.