

Central Florida Commission on Homelessness
Request for Applications

**Shelter Modification to Enhance the Diversification of Shelter Beds Available for the Regional
Family Homelessness Response System**

Release Date: March 17, 2021

Completed Applications Must Be Received by: Wednesday, 5:00 pm, April 14, 2021

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Section I. Acronyms and Definitions.

a. Acronyms.

The following acronyms are in use throughout this Request for Applications:

CES =	Coordinated Entry System
CFCH =	Central Florida Commission on Homelessness
CFR =	Code of Federal Regulations
CoC =	Continuum of Care
CoC FL-507 =	Central Florida Commission on Homelessness (formerly Central Florida CoC)
HMIS =	Homeless Management Information System
HSN =	Homeless Services Network of Central Florida, Inc.
HUD =	U.S. Department of Housing and Urban Development

b. Definitions.

For purposes of this RFA:

- (1) “CoC Interim Rule” means 24 CFR Part 578, as amended.
- (2) “Family” means a household whose members include at least one adult and at least one minor, dependent child for whom that adult is the parent or legal guardian.
- (3) “Literally Homeless Family” means a Family that meets either condition (1) or (4) of the definition of homelessness as set forth in Section 578.3 of the CoC Interim Rule.
- (4) “CoC FL-507 Coverage Area” or “Target Area” means Orange, Osceola and Seminole Counties.
- (5) “Underserved Population” for this RFA means any profile of families with children that your facility is currently unable to serve or for which your facility has very low capacity. Examples include families with children that include an adult male household member, families that have a family member with mobility impairments or other disabling conditions, families with pets, families with at least 6 members, etc.
- (6) “Rapid Exit” means assistance provided to a family residing in an emergency shelter or related setting that enables them to move directly into permanent housing
- (7) “Housing Stability Case Management” or “Case Management” means housing-focused services, provided in an intensive-field based manner, that result in supporting efforts by a family to obtain and maintain stable, Permanent Housing.
- (8) “Permanent Housing” means a dwelling unit occupied under a rental agreement, as those terms are defined in the Florida Landlord and Residential Tenant Act.
- (9) “Housing Pipeline” means the process by and structure through which the family homelessness response system facilitates the progression of families experiencing homelessness from initial contact into stable, sustainable permanent housing.
- (10) “Homelessness Response System Access Point” or “Access Point” means a location or medium by which a literally homeless family may request assistance and begin the process of assessment and movement through the housing pipeline.

(11) “HUB” means an access point at a physical location, typically based within another partnering agency. For purposes of this RFA, a HUB must be located in the Target Area.

All terms used in this RFA that are not otherwise defined herein shall have definitions as set forth in the CoC Interim Rule or CoC FL-507 policies.

Section II. Description of Funding Opportunity.

A. About CFCH and HSN.

The Central Florida Commission on Homelessness (CFCH) is a collective impact collaborative from across Florida’s Orange, Osceola and Seminole Counties committed to ending homelessness through shared expertise, data informed decision making, best-practice development, and using our collective voice to advocate for our homeless neighbors.

Homeless Services Network (HSN) serves as the lead agency for the CFCH, with responsibilities that include the coordination of stakeholders in and components of the regional homelessness response system, the solicitation of applications for funding made available to the CFCH to bolster that system, and optimization of the performance of that system through effective resource management and continuous improvement.

B. About the Family Homelessness Response System.

The family homelessness response system is the integrated array of housing and supportive services resources that collectively work to reduce the length of time families experiencing homelessness in Central Florida remain without housing, to promote their retention of housing, and to limit returns to homelessness. The primary components of the family homelessness response system include assessment, diversion, emergency shelter, rapid exit, navigation, rapid rehousing, permanent supportive housing and homelessness prevention, all of which are linked as part of the housing pipeline. The components of the family homelessness response system are coordinated and linked through CES and HMIS.

C. About the Day 1 Family Fund.

The Bezos Day 1 Family Fund was launched in 2018 with a commitment of \$2 billion and a focus on two areas: funding existing nonprofits that help homeless families, and creating a network of new, nonprofit tier-one preschools in low-income communities. In the arena of supporting homeless families, priorities include: helping unsheltered families; diverting families from homelessness; providing high quality, low barrier shelter; rehousing families quickly; and connecting families to crucial services.

D. About this RFA.

The purpose of this RFA is to select emergency shelter sub-recipients that will work collaboratively with HSN and one another to increase the capacity and effectiveness of the family homelessness response system in Orange, Osceola and Seminole Counties through the strategic provision of physical modifications to existing homeless shelters, including emergency shelters, youth shelters and domestic violence shelters, to enable the shelters to expand their capacity to provide shelter to underserved families. Eligible activities that have previously been started or completed by eligible facilities in response to the COVID-19 pandemic may be eligible for funding in this RFA.

E. Expected Maximum Award.

HSN anticipates awarding a total of **\$600,000** in funds for at least one project but no more than five projects sufficient to create additional capacity for Shelter Beds for Underserved Populations in the Central Florida Continuum of Care Region.

Section III. Eligibility Information.

A. Entities eligible to apply for funding under this RFA include existing shelters that are:

1. Corporations exempt from taxation under section 501(c)(3) of the Internal Revenue Code; and
2. Local governments or their arms
3. The funding in this RFA is limited to the modification or new construction of a suitable structure that meets all applicable licensing requirements for an Emergency Shelter. Recorded deed or long-term lease (five years or longer) and use restriction required. The facility must be zoned for shelter activities and for the number of proposed beds or units at construction completion. Proposed rehabilitation must meet all related code and statutory structural requirements for such construction.

B. Threshold Requirements

In addition to the prerequisites listed under each activity to be funded under paragraph C below, each Applicant must satisfy basic eligibility requirements to be accepted and considered for funding. Applications that do not meet the following threshold conditions will not be reviewed or scored:

1. The Applicant timely submitted a complete Application Form in response to this RFA
2. The Applicant proposed activities that are eligible for consideration under this RFA.
3. The Applicant has at least two (2) audited years of demonstrated experience directly aiding families experiencing homelessness in Orange, Osceola and/or Seminole Counties in a manner consistent with housing-focused principles, as well as a physical presence in the Central Florida region. For purposes of this RFA, “audited year” means an Applicant fiscal year for which the Applicant has ensured the completion of an independent financial audit of its activities during that period.
4. The Applicant has formally adopted a policy committing to the practice of Housing First prior to submission of the Application.
5. The Applicant has an active signed Partner Agreement on file with HSN, in its capacity as HMIS Lead, and has assigned an Agency Liaison with an agreement on file with HSN OR can document at least one year’s use of a DV comparable data system.
6. The Applicant has no unresolved IRS or other outstanding federal or State of Florida audit findings, and has not debarred as a vendor by the State of Florida or any local government within the Target Area.
7. The Applicant commits to follow the applicable CoC FL-507-adopted standards for the appropriate project type(s).
8. The Applicant commits to regular and ongoing participation in all applicable CES Registry Management processes.
9. The Applicant has documented participation in CFCH (CoC) work groups, training and/or meetings for at least 12 months.

C. Eligible Activities.

Each proposal should only apply to one of the categories listed below. If an entity is interested in proposing projects for more than one activity, they must submit separate proposals for each category.

Activities eligible for funding under this RFA include direct provision of the following activities:

1. Activity: Modification of existing shelter/beds/units and associated areas such as bathrooms, pet facilities or other common areas that are integral to the facility serving a population type that the facility has not previously served that falls under the definition of “Underserved Population.”
2. Activity: New construction of additional shelter/beds/units and associated areas such as bathrooms, pet facilities or other common areas that are integral to the facility serving a population type that the facility has not previously served or to expand the number of beds that falls under the definition of “Underserved Population.”

Eligible costs include:

- Development hard costs for the actual cost of rehabilitation or new construction;
- Approved related soft costs include reasonable and necessary costs incurred after project selection and associated with the rehabilitation i.e. architectural, engineering, permits, eligible fees, legal fees, and closing costs.
- Construction and Rehabilitation activities include but are not limited to structural, mechanical and electrical repairs, roof, windows, doors and work required when it has been determined that the useful life is five years or less and projects where rehabilitation is needed to make the units habitable. Note that mitigation is required if the units proposed to be rehabilitated contain lead or asbestos. This will impact the cost of the project.
- Repairs such as painting, replacing floor coverings, and trim work are only eligible when they are part of a larger project.

Ineligible Project Costs:

- Refinancing of property
- Fees deemed excessive
- pre-development costs
- operating and management costs
- costs associated with building space not related to the additional units in the proposal
- None of the funds can be used for ongoing staffing or management and operating costs for the units that are proposed to be added or modified to the facility with these funds.

Section IV. Submission of Applications.

An eligible Applicant may request funding for the activity listed in Section 3 above by submitting at least one completed Application Form (Attachment A) to application@hscnfl.org prior to the submission deadline.

The Application Form and all related information will be available via the CFCH website at <http://www.centralfloridacoc.org> until the application deadline.

The Application Deadline for submitting a completed Application form signed by an authorized representative of the Applicant and all required attachments is 5:00 p.m., EST, on April 14, 2021. Applications not received in the manner described at Section VI.B. below by this deadline will not be reviewed or considered.

Section V. Key Information for Applicants.

A. Total Amount of Funding to Be Awarded.

Through this RFA process, HSN anticipates awarding sub-grant amounts to selected Applicants totaling up to \$600,000.

HSN expects that initial subcontract terms will be between 12 and 18 months in length.

B. Number of Sub-grants to Be Awarded.

HSN anticipates selecting between one (1) and five (5) Applicants as sub-recipients to perform the activities described in Section III.C. above

C. Application Costs.

The Homeless Services Network is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFA process or in anticipation of award of the contract.

D. Payment

HSN may provide a 15% advance to the successful proposer(s) for an eligible, funded project. Additional funds are to be distributed to the successful proposer on a reimbursement basis only. Billings submitted for reimbursement must be accompanied by adequate documentation that meet OMB Super Circular standards. All costs must be supported by properly executed invoices, contracts, or other official documentation evidencing in proper detail the nature and propriety of the charges.

Section VI. Application Scoring and Project Selection Process.

1. In its capacity as Lead Agency, HSN will facilitate a process for reviewing and scoring applications as well as for selecting projects for funding under this RFA:

A) HSN will convene and train a team of independent scorers to review and score all narrative responses for each eligible Application received. No reviewer will be assigned to review applicants under any activity where that reviewer has an affiliation with any Applicant for funding under that activity.

B) HSN will score all Application items for which the assignment of points is formula driven.

C) HSN staff will combine the scores from narrative items provided by reviewers with the formula-driven scores based on objective criteria in order to generate a total score for each Application.

D) Applications will then be assigned preliminary ranking(s) based on total score(s) for the applicable activity.

E) Scores, rankings and other pertinent summary information will be provided to the Community Ranking Committee, which will issue recommendations. Recommendations may include adjustments to funding amounts, scope of the work proposed, as well as requests that HSN facilitate negotiations with or among sub-recipients to facilitate identification of the optimal configuration to maximize the capacity to provide shelter to underserved profiles of families with children.

Ranking Committee recommendations will be transmitted to the CFCH Managing Board for review and ratification.

2. Application Scoring Rubric

Applications will be scored using a point system based on the following evaluation criteria, with a maximum score of 100 points. Projects that do not do not add capacity for the Underserved Population as defined in this RFA (for example a project that has rehab costs associated with COVID-19 but does not

add beds specifically for the Underserved Population) will not score as well as proposals that increase capacity to meet the need of underserved profiles of families with children.

HSN reserves the right to rank applications based on community need and diversification of projects at the discretion of HSN.

The scoring criteria and respective maximum point values are as follows:

Organizational Experience (Application questions A1) - 10 points

Administrative Competencies (Application questions A2) – 5 points

Financial Capacity (Application questions A3) - 10 points

Organizational Policies (Application section B.) – 5 points

Timeline of the Proposed Activity (Application section D) – 10 points

Project Readiness (Application section E) – 10 points

*Budget Reasonability, Feasibility and Relevance (Application section x.) – 20 points

*Additional “Underserved Population” not previously served – 15 points

*Additional (New) Shelter Beds (Application section x.) – 5 points

Strategy to relocate households impacts by construction/renovation – 5 points

Matching funds (Application section X) – 5 Points

* Final scores on these items, and others categories, may be adjusted based on the number of proposals received and the expansion of underserved populations from which the region will benefit given the mix of funded proposals.

Section VII Key Events and Resources for Prospective Applicants

A. Timeline of Key Events.

The following key events are anticipated in relation to the issuance of this RFA, the subsequent review of applications received in response to this RFA and the selection of applications. All dates listed in this timeline refer to 2021.

<u>Event or Due Date</u>	<u>Anticipated Date (and Time, if applicable)</u>
Release of RFA and Application (PDF)	March 17, 2021
RFA Information and Q&A Session	March 25, 2021 – 10:00 AM

Join Zoom Meeting

<https://zoom.us/j/92200833932?pwd=UzJDRldiU0QzQTN5RE1FRW5POW4zZz09>

Meeting ID: 922 0083 3932 Password: 4078930133

Dial In: Dial +1 929 205 6099 US (New York) Meeting ID: 922 0083 3932

Applications Due to HSN	April 14, 2021
Community Ranking Committee	April 26 – 30, 2021
CoC Managing Board Meeting	May 12, 2021
Funding Decision Notifications	May 21, 2021
Expected Start Date for Funded Projects	June 15, 2021

B. Deadline for Submission of Applicants.

All Applications must be submitted to HSN no later than the deadline of 5:00 p.m., EST, April 14, 2021. For purposes of this RFA, “submitted” means that a completed Application, including all required attachments, is received by HSN via the email address application@hscnfl.org. Applications submitted after the deadline cannot and will not be accepted or reviewed.

C. Resources for Prospective Applicants.

As the Lead Agency, HSN will:

1. Host a webinar/teleconference for the purpose of explaining this RFA and the associated review process, as well as answering questions raised by prospective Applicants. See paragraph D below.
2. Respond to questions raised by Applicants and others by posting and updating the list of such questions and associated responses. A list of Frequently Asked Questions and Responses will be emailed to all agencies that self-identify as interested in applying through at least XXXXX, 2020.
3. As necessary, issue other correspondence as a result of information received from 1 Day Family Fund, the CFCH Managing Board, or other authoritative source that is pertinent to this RFA.
4. Seek to accommodate and facilitate participation by prospective Applicant representatives with disabilities or Limited English Proficiency.

D. Applicant Information Session.

As part of the Application process, HSN has scheduled an informational webinar/teleconference for prospective Applicants as indicated in the Application Timeline of Events at Section VI. below. Attendance at the session is strongly recommended for all prospective Applicants and may affect scoring.

Section VIII. Communication.

A. Point of Contact.

All inquiries regarding this RFA and the associated application review process may be directed to HSN as follows:

- E-mail: application@hscnfl.org
- Website: https://www.centralfloridacoc.org/?page_id=1527
- U.S. Mail: HSN, 4065-D L.B. McLeod Rd, Orlando, FL 32811

B. Interested Parties List.

Applicants and other interested parties are encouraged to sign up for the RFA Interested Parties List to receive periodic announcements and updates regarding this RFA and the associated application review process. Individuals may subscribe to the Interested Parties List by sending a request via email to application@hsncfl.org or by attending an Applicant Information Session.

Section IX. Post-Award Requirements.

A. Sub-recipients and Sub-recipient Agreements.

The majority of Projects selected for funding through this RFA process, upon completion of any additional post-award requirements, will become sub-recipients of Day 1 Family Fund funding via an agreement with HSN. The sub-recipient agreement will address the responsibilities of both HSN and the Sub-recipient, including but not limited to, service delivery, program reporting and administrative requirements.

B. Program and Funding Requirements.

Day 1 Family Fund grant funds may only be used to perform eligible activities that serve eligible participants in compliance with the federal, state and local laws and regulations that are applicable to other funding administered by HSN, including but not limited to 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), 24 CFR Part 100 (Discriminatory Conduct Under the Fair Housing Act), and 24 CFR Part 578 (Continuum of Care Program). The purpose of extending these requirements to funding awarded under this RFA is to promote consistency and efficiency of administration across the system. HSN will provide training and support for sub-recipients to assist them with developing the capacity to meet such requirements.

C. Restrictions on Assignment.

Each sub-recipient retains the responsibility to comply with the terms and conditions of its sub-recipient agreement throughout the award period, in accordance with all applicable federal laws and regulations. The Sub-recipient is also responsible for ensuring and, when necessary, demonstrating compliance on the part of any contractor providing services under such agreement. However, Sub-recipients may not assign responsibility for performance of the activities funded under the agreement without the prior approval of HSN.

D. Misrepresentation

The Grant Funding shall be revocable if the Grant Funds were used for any purpose not permitted under the RFA or grant agreement or if the Grant Funds were awarded or disbursed to the Applicant/Grantee based upon fraud or misrepresentation committed by the Applicant/Grantee.

Section X. Additional Specifications.

A. Changes to this RFA.

Although the content of this RFA is not expected to change substantially following its issuance, HSN reserves the right to issue modifications thereto after the initial release date, including but not limited, clarifications and corrections.

Applicants are encouraged to subscribe to the Interested Parties List by sending an email expressing intent to apply to application@hsncfl.org, in order to ensure prompt notification of all announcements related to this RFA, including changes.

B. Adjustments to Submitted Applications and the RFA Process.

1. HSN reserves the right to propose adjustments to the scope of services, funding amounts, collaborative arrangements, and other project characteristics submitted in an application based on factors unrelated to the application itself in order to best align the goals of the Day 1 Family Fund.
2. HSN reserves the right to authorize the correction of errors and/or the clarification of irregularities in the content of any application that would not affect the scoring of applications or the selection of Projects.
3. HSN reserves the right to make adjustments to the process and timeline described in this RFA that would not reduce or restrict the ability of a prospective Applicant to participate without competitive disadvantage.
4. HSN reserves all rights not expressly granted in this RFA, including but not limited to, the rights to make no funding awards, to make partial funding awards, and to negotiate with any selected Applicant regarding the amount of funding to be awarded, the scope of work and any other items of any contract resulting from this RFA.