



Mid Florida Homeless Coalition, Inc.

FL520- Citrus, Hernando, Lake, Sumter Continuum of Care
Unified Homeless Grant #RFAMFHC2019
(Request for Applications)

SUBMISSION DEADLINE
Wednesday, March 6, 2019, 4:00 p.m.
Thursday, March 7, 2019, 4:00 p.m.

Contact:

Barbara Wheeler

Phone: 352.860.2308 or 352.697.0623

Email: mfhc01@gmail.com

Grant Overview

The MFHC Unified Homelessness Grant Application provides an opportunity for Mid Florida Homeless Coalition, Inc. (MFHC) to consolidate multiple funding streams into a single solicitation that serves as a competitive funding request for eligible applicants. This solicitation is designed to include funding for the state appropriation for the Challenge Grant program, authorized by section 420.622(4) of the Florida Statutes; the federally funded Emergency Solutions Grant (ESG) program, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576; and the Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant program authorized by section 414.161 of the Florida Statutes.

Mid Florida Homeless Coalition will be applying for funding through the Office on Homelessness for a three-year grant cycle, and will be contracting with providers for one year. Providers will be evaluated throughout the year via the CoC Performance Committee, and contracts will be renewed on the basis of the yearly performance. All grants must be obligated by an executed grant agreement and all grant funded activities or project services shall be completed or provided by June 30, 2020.

As the lead agency for FL520 – Citrus, Hernando, Lake and Sumter Counties, MFHC may allocate the grant funds to programs, services, and/or housing providers that support the implementation of the CoC Plan. MFHC may sub-grant the provision of direct services described herein to another agency, as consistent with the CoC Plan. The lead agency retains overall grant administration and financial accountability. The lead agency may choose to share the grant administrative costs with the sub-grant agency.

To qualify for funding, organizations must be a paid member of Mid Florida Homeless Coalition as spelled out in its By-Laws.

This grant solicitation describes the MFHC's instructions that govern the Challenge Grant application process.

The ESG program is awarded to the State of Florida through the U.S. Department of Housing and Urban Development (HUD). The State of Florida is required to distribute the grant for projects operated by local government agencies or private non-profit organizations. ESG funds *may* be used for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and Homeless Management Information Systems (HMIS); as well as administrative activities. The five program components and the eligible activities that may be funded under each are set forth in 24 CFR 576.101 through 24 CFR 576.107.

Finally, the Homelessness Prevention Grant program which was authorized by section 414.161, Florida Statutes, began in 2013 to provide emergency financial assistance to families facing the loss of their current housing due to a financial or other crises. The intent of the program is to assist families to prevent them from becoming homeless, and to enable them to remain stably housed following the assistance provided.

The contact person at Mid Florida Homeless Coalition for the application process is:
Barbara Wheeler, Mid Florida Homeless Coalition, Inc., 104 E Dampier Street, Inverness,
FL 34450

Solicitation Process

Eligible Applicants

This Unified Grant Application provides opportunities for organizations that are paid members of Mid Florida Homeless Coalition that are serving Citrus, Hernando, Lake or Sumter Counties to apply for funding through the Challenge Grant program, the ESG program, and the TANF Homelessness Prevention Program.

Application Notice

The grant application shall be posted on the Mid Florida Homeless Coalition website at midfloridahomeless.org.

The contact person for the application process is:

Barbara Wheeler, 104 E Dampier Street, Inverness, FL 34450. Mfhc01@gmail.com.

MFHC will hold a GoTo Meeting/conference call for all eligible applicants on February 25, 2019 at 2:00pm Eastern Time. The purpose of the GoToMeeting/conference call is to answer questions from the eligible applicants. Participation on the grant application GoToMeeting/conference call is not mandatory for eligible applicants.

Activity		Date & Time	Location
Distribution of the DCF RFA	Mid Florida Homeless Coalition, Inc.	February 5, 2019	Email to entire distribution list
Update on RFA Process	Mid Florida Homeless Coalition, Inc.	February 18, 2019	Email to eligible applicants
Release of Draft Application Form	Mid Florida Homeless Coalition, Inc.	February 19, 2019	Email to eligible applicants
Release of Grant Deadlines	Mid Florida Homeless Coalition, Inc.	February 21, 2019	Email to eligible applicants
Release of RFA Instructions	Mid Florida Homeless Coalition, Inc.	February	Email to eligible applicants
GoToMeeting/Conference Call	Mid Florida Homeless Coalition, Inc.	February 25, 2019 2:00 p.m. Eastern	Training via GoToMeeting https://global.gotomeeting.com/join/854048845 Dial in: (657) 220-3412 Access Code: 854-048-845
Deadline date for submission of TANF/ Homeless Prevention Grant applications	Eligible Applicants	March 6, 2019 4:00 p.m. Eastern	104 E Dampier St., Inverness, FL 34450
Deadline date for submission of the ESG and Challenge Grant applications	Eligible Applicants	March 7, 2019 4:00 p.m. Eastern	104 E Dampier St., Inverness, FL 34450
Review, score & select proposals	CoC Grant Review Committee	March 12, 2019	104 E Dampier St., Inverness, FL 34450
Anticipated date to post selected proposals	Mid Florida Homeless Coalition, Inc.	March 13, 2019	Email and voice notification

Appeal window closes	Applicants	Two business days from proposal post date	
CoC Funding Recommendations to the Office on Homelessness	Mid Florida Homeless Coalition, Inc.		
Anticipated Date to Post Notice of Grant Award	Office of Homelessness	April 29, 2019	Vendor Bid System
Appeal window closes	Office of Homelessness	May 20, 2019 5:00 p.m. Eastern	N/A
Anticipated effective date of contract execution	Office of Homelessness & MFHC	July 1, 2019	N/A
Anticipated effective date of contract execution	Mid Florida Homeless Coalition, Inc. and Sub-Grantees	July 1, 2019	N/A

Deadline to Apply

The deadline to provide grant applications for TANF/Homeless Prevention Grant will be March 6, 2019 at 4:00pm Eastern Time. The deadline to provide grant applications for the ESG and Challenge Grant will be March 6, 2019 at 4:00pm Eastern Time. MFHC is not responsible for any costs incurred by an applicant in responding to this grant application. Such costs are not eligible for reimbursement from the grant award.

4.4 Instructions for Preparation and Submission of Applications

Each designated lead agency shall submit no more than one (1) application for this solicitation. If more than one application is submitted, the first application logged in from that lead agency shall be considered for review. Any subsequent applications will not be considered.

All applications must be received by 3:00pm Eastern Time on March 29, 2019 at the address below.

Applicants shall submit one original application signed in blue ink plus three (3) copies. Applications with multiple projects will contain a program description, budget, and budget narrative for each project.

Failure to submit an original signed copy, shall result in the rejection of the application.

All applications shall be on standard letter sized paper (8½ x 11) and bound in a three ring binder. Binders will be returned to applicants.

Applicants must make sure that if the application is mailed or sent by courier service that adequate time is allowed for the application to be delivered to the MFHC office. MFHC will not entertain appeals based on the failure of a delivery service to make timely delivery.

Responsibilities After Receiving Applications

All applications received shall be date stamped upon receipt in the MFHC office. The MFHC office will maintain a log to reflect the receipt of each application.

Completeness Checklist

		Application Item	Complete Yes/No	Initials	Signature Required	Page Number
	1.	Original Application			Yes	N/A
Tab 1	2.	Completeness Checklist			Yes	
	3.	Applicant Information			No	
	4.	Organizational Capacity and Experience			No	
	5.	Other Certification			Yes	
Tab 2	6.	Program Information for each Program & Type			No	
	7.	Housing First/Low Barrier Questionnaire			No	
	8.	HMIS or DV Database Reports			No	
Tab 3	9.	Program Budget Form for each Program & Type			No	
	10.	Program Budget Narrative			No	
Tab 4	11.	Agency Audit or Most Recently submitted Federal Form 990			No	
	12.	Your organizations Leverage Letter			Yes	
	13.	Leverage Letter from other organizations			No	
	14.	Certification for Contracts, Grants, Loans, and Cooperative Agreements, Certification Regarding Lobbying			Yes	

Challenge Grant

The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless assistance CoC. The lead agencies may allocate the grant funds for projects to provide housing, program, or service needs included in the CoC Plan. Stated above are the priorities that are in the CoC Plan for this Continuum of Care.

In 2018 the Department allocated \$3,488,706 for the Office to administer through Challenge Grants. The Office has placed a maximum initial award of \$300,000 per FY on Challenge Grants in order to help expand and diversify projects that help meet needs across the state. Mid Florida Homeless Coalition has not put a maximum on what any provider may request. It is the desire of the Continuum of Care to provide services throughout the four counties served by the CoC.

The intent of Challenge Grant funding is to help implement the CoC Plan, and to help the community reach the goals and objectives outlined in the CoC Plan. In addition, this state allocation is intended to be used in concert with private funding contributed to local homeless service agencies to address the needs of individuals who are at-risk of becoming homeless or experiencing homelessness in the respective counties served. The overall goal of the grant is to use the Challenge Grant to partner with local agencies to reduce homelessness in Florida.

This CoC – FL520 – Citrus, Hernando, Lake and Sumter Counties has determined the use and priorities for the Challenge Grant will be as follows:

First Priority

Challenge Grant funding will be used to provide the needed 25% match for the HUD CoC Coordinated Assessment System Grant. This system is required by HUD, and must be in place in order to receive HUD CoC and HUD ESG funding.

Second Priority

At least 50% of the funds will be used for Rapid Rehousing. Up to ¼ of these funds would be allowed to be used for Homeless Prevention as identified under the Continuum of Care's Written Standards, which includes being assessed using the Homeless Prevention VI-SPDAT. Included in the ¼ of these funds will also be funding for Diversion services, which does not include staffing costs.

Third Priority

Challenge Grant funding will be used to provide Housing Locator services throughout the CoC.

The Lead Agency (MFHC) shall evaluate the success of the grant award using the performance measures described in

The application must clearly identify the projects to be funded, the purpose of each, the amount allocated for each, and the person to carry out that use or activity.

The lead agency (MFHC) shall be responsible for ensuring that all grant funds are expended only for eligible activities. In the case where funds are expended on ineligible activities, the lead agency will be responsible for reimbursing the Department. Therefore; all sub-grantees will be monitored to ensure that all grant funds are expended only for eligible activities, and in the cases where funds are expended on ineligible activities, the sub-grantee will be responsible for reimbursing MFHC.

Performance monitoring of grant activities is the lead agency's responsibility. Upon completion of the grant funded activities, the lead agency shall provide a written assessment to the Office of the grant's effectiveness in furthering the CoC Plan. Therefore, sub-grantees will be required to submit a written assessment to MFHC of the grant's effectiveness.

All grant funds shall go to activities that directly benefit persons experiencing or at risk of homelessness.

The maximum amount of allowable administrative costs is identified in Section 420.622(4), Florida Statutes. Challenge Grant administrative costs may be used by the lead agency for staff salary, benefits, or operating expenses directly related to the management and oversight of this grant. A lead agency may spend a maximum of eight (8) percent of its funding on administrative costs, and will be allowing providers up to four (4) percent of its award for administrative costs.

This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within seven (7) to ten (10) days after the closing of the month (as defined in the contract with your organization), and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.

Section 420.622(4)(a), Florida Statutes, requires that "the lead agency shall also document the commitment of local government or private organizations to provide matching funds or in-kind support in an amount equal to the grant requested." MFHC will be collecting this data from provider applicants' budget forms – Revenue. An applicant may use in-kind services, or other public or private cash sources to meet the match requirement, so long as those funds are dedicated to this grant award. Matching funds must be provided after the date of the grant award.

See the list of acceptable state expenditures at the following webpage:

http://www.myfloridacfo.com/aadir/reference_guide/Reference_Guide_For_State_Expenditures.pdf

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Emergency Solutions Grant

The ESG Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Applicants should review the definitions included in Appendix 8.2 of the Office on Homelessness Unified Homeless Grant #RFALP12819CO.

Eligible Activities

Under this grant application, funded components of the ESG Program include Street Outreach (24 CFR 576.101), Emergency Shelter (24 CFR 576.102), Homelessness Prevention (24 CFR 576.103) and Rapid Rehousing (24 CFR 576.104), and HMIS (24 CFR 576.107). The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

CONTINUUM OF CARE RECOMMENDATIONS

First Priority - At least 60% of these funds should be used for Rapid Rehousing. This does not include Homeless Prevention as long as Homeless Prevention funding is available through Challenge Grant funding.

Rapid Rehousing – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Homelessness Prevention – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month’s rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance

Second Priority - At least 1% be used to pay for HMIS costs incurred by Mid Florida Homeless Coalition.

Homeless Management Information Systems (HMIS) – eligible costs include the costs of contributing data to the HMIS; costs of functioning as the HMIS lead agency; and participating in a comparable database if the agency is a victim services or legal services provider.

Third Priority - Outreach funding that would allow a team of at least two persons to provide outreach and case management throughout the entire CoC. It is recommended that if feasible that the outreach component include funds to provide needed medical and mental health services.

Street Outreach – eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS)

Fourth Priority - Emergency Shelter will be funded after all other priorities are funded. Emergency Shelter will also be funded should funds need to be reallocated during the course of the 3-year grant cycle and the other priority areas are not able to spend down the funds.

Emergency Shelter – eligible costs include essential services (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, and/or services for special populations – homeless youth, victim services, and people living with HIV/AIDS); renovations; and shelter operations. *Local Government Certification is required by shelter providers. See page 11.*

Administrative Costs – eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews. A lead agency may spend a maximum of five (5) percent of its funding on administrative costs, and will be allowing providers up to one (1) percent of its award for administrative costs.

In the most recent federal fiscal year HUD has awarded the State of Florida \$5,380,797 based on area demographics of the communities in Florida that will not receive a direct award from HUD. Funding of the ESG Program is subject to the appropriation of spending authority by the Legislature for applicable budget years. The Department may add to the allocations unobligated or unexpended funds available from previous years.

The Department shall place a priority on funding non-entitlement areas not receiving direct awards from HUD for ESG (see Formula Jurisdiction Exceptions – _Appendix 8.3). The maximum initial grant award a lead agency in a non-entitlement jurisdiction may request is \$300,000 per FY. Applications may be submitted for any amount up to, but not exceeding \$300,000. Lead agencies with HUD-designated entitlement jurisdictions may only request up to, but not exceeding \$200,000 per FY. As a non-entitlement jurisdiction, Mid Florida Homeless Coalition will be allowed to apply for up to \$300,000. Mid Florida Homeless Coalition has not put a maximum on what any provider may request. It is the desire of the Continuum of Care to provide services throughout the four counties served by the CoC.

ESG award recipients are required by 24 CFR 576 and the State of Florida to provide matching funds or in-kind support in an amount equal to the grant requested. The applicant may use in-kind services, or other public or private cash sources to meet the 100% match requirement. Grant recipients may use any of the following as matching funding in accordance with 24 CFR 576.201(e): 1) Cash; 2) Value or fair rental value of any donated material or building used to support the ESG program, including the value of any lease on a building; and 3) Value of the time and services contributed by volunteers to carry out the program of the recipient based on the value at rates consistent with those paid for similar work in the recipient’s organization. For cash match, “provided” means when the funds are expended (or when the allowable cost is incurred). For in-kind match, it is the date the service (or other in-kind match source) is actually provided to the program or project. ESG matching funds must be expended within the same expenditure deadline that applies to the ESG funds being matched (i.e. the 12-month deadline). Non-cash contributions must be made within the expenditure deadline. Matching funds must be provided after the date of the grant award. Funds used to match previous ESG or any other grant may not be used to match the grant award made under this grant application.

MFHC will be collecting this data from provider applicants’ budget forms – Revenue. An applicant may use in-kind services, or other public or private cash sources to meet the match requirement, so long as those funds are dedicated to this grant award. Matching funds must be provided after the date of the grant award.

This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within seven (7) to ten (10) days after the closing of the month (as defined in the contract with your organization), and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.

TANF Homelessness Prevention

The purpose of the Homelessness Prevention Grant Program is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant. For each recipient of funding from the Homelessness Prevention Grant, the providing agency must complete the following tasks:

- 1) Develop a written case plan and conduct mandatory case management for each family applying for financial assistance. The family's case plan shall set forth all of the costs that will be covered by the grant, as well as the total dollar amount of assistance to be provided to the family. The case plan shall spell out the family's goal for housing stability, the anticipated date the case plan will be completed, the agency's schedule for monitoring the family's housing stability following the cessation of grant assistance, whether the family was able to avoid becoming homeless, and whether the family remained in permanent housing
- 2) Develop, maintain, and retain a case file on each family applying for assistance. The case file shall contain all information required to determine the eligibility of the family, along with the determination decision of eligibility. The file shall include documentation of household income. In addition, if eligible, the file shall include copies of all payments made, the case plan, follow up monitoring of the family, and the housing outcome achieved.
- 3) Track, monitor, and report on each family assisted for at least 12 months after the last assistance is provided to the family. The goal for the homelessness prevention program is to enable at least 85% of the families assisted to remain in their homeless and avoid becoming homeless during the ensuing year.

To be eligible for assistance under this grant, families must reside in Florida; have at least one household member who is a United States citizen or a lawful permanent resident; have a minor child living in the household full-time; and have a household income less than two-hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services (HHS).

[<https://www.federalregister.gov/documents/2018/01/18/2018-00814/annual-update-of-the-hhs-poverty-guidelines>]. See chart below for 2018 poverty guidelines:

Persons in family/household	Poverty guideline
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For families/households with more than 8 persons, add \$4,320 for each additional person.	

A minor child means a child under the age of eighteen (18); or if age eighteen (18), but not yet nineteen (19), is attending high school, a General Education Development (GED) program, a trade school, or other career training program on a full-time basis. A minor child cannot be married or divorced.

The adult who applies for the grant assistance with the CoC must be either the parent or guardian of the minor child residing in the household.

Household income includes both earned and unearned income received in the month in which the family applies for assistance. Earned income is income received from employment or self-employment, including wages, salary, tips, commissions, and bonuses. Unearned income is income received for which there is no performance of work, or provision of services as an employee or self-employed person. The income of all members of the household shall be reported in determining eligibility of the family for assistance. The family's housing emergency shall be the result of a financial or other crisis, and documented by the lead agency, or its subrecipient.

Eligible Activities

The Homelessness Prevention Grant may assist eligible families to avoid homelessness through the following supports: 1) past due rent or mortgage payments, not to exceed four months of rent or mortgage payment; and 2) past due utility bills, not to exceed four months in arrears for electric, gas, water, and sewer only. Staff and operating costs for required case management services is an allowable expense.

The maximum amount of allowable administrative costs is identified in Section 414.161(4), Florida Statutes. Administrative costs will be maintained and used Mid Florida Homeless Coalition to administer this grant.

This will be a cost-reimbursement grant. Providers will need to submit all required documentation to Mid Florida Homeless Coalition (MFHC) within seven (5) days after the closing of the month (as defined in the contract with your organization), and will be reimbursed within ten (10) days after Mid Florida Homeless Coalition is reimbursed. This is normally within 30 days from when MFHC submits reports to the DCF office, which is by the 15th of the month.

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*Certification of Local Government Approval
for ESG applying Nonprofit Organizations – Emergency Shelter
Only Required by 24 CFR 576.202*

I, _____ (name and title) duly authorized to act on behalf of the _____ (name of city or county government) hereby approve the submission of the following ESG application proposed by _____ (name of agency) which will serve persons living in _____ (name of city or county).

This certification solely warrants that the jurisdiction has agreed to allow the nonprofit organization to seek the grant to be able to serve citizen in need who reside in this jurisdiction. This certification places no responsibility or liability upon the local government jurisdiction related to the nonprofit's performance of grant-funded activities in our jurisdiction.

By: _____
(name) (title)

_____ (signature) _____ (date)

This form must be signed, dated, and returned prior to Mid Florida Homeless Coalition's application is submitted in order for the Organization's application to be included in MFHC application if it is to be funded.

*Certification Regarding Lobbying
Certification for Contracts, Grants, Loans, and Cooperative
Agreements*

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(signature)

(date)

(name of authorized individual)

(application number)

(address of the organization)