

**FL504 Volusia-Flagler Continuum of Care
2016 Homeless Prevention – TANF Application**

The Department of Children and Families Office on Homelessness has published the **2016 Homeless Prevention Grant Program –Temporary Assistance to Needy Families (TANF) Application**. The Homeless Prevention Grant Program was created to provide emergency financial assistance to families facing the LOSS OF THEIR CURRENT HOUSING due to a financial or other crisis. The intent of the program is to assist families by preventing them from becoming homeless and enable them to remain stably housed following the assistance provided. The grant is available at: http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=126343 or <http://vbs.dms.state.fl.us/vbs/main-menu> or www.state.fl.us/homelessness or under Notices and Announcements at www.vfcontinuum.org.

The 2016 TANF Grant Timeline and Schedule, listing important dates and information relative to this grant, are attached and also available under Notices and Announcements at www.vfcontinuum.org. **The deadline for submitting a local application is June 17th, 2016 by 12.00 PM at 101 N. Woodland Blvd., Suite 401, DeLand, FL.**

A. Funds Available: Up to \$60,000 per our Continuum of Care classification. (includes admin costs of \$1,800 retained by the coalition:\$58,2000 available to agencies) See Grant for Details.

B. Dates of Service of the Grant: All funds must be expended by June 30, 2017.

C. Leverage Requirement: The 2016 TANF criteria includes leverage which is a substantial component in the overall scoring. Leverage amounts should be included with source documentation..

D. Volusia-Flagler CoC TANF Grant Application Requirements:

1. Application form attached.
2. Budget and Budget Narrative. (3% administrative costs will be retained by the Lead Agency)
3. Description and documentation of total amount of funding which will be **leveraged** (July 1, 2016 to June 30, 2017)
4. Agency's most recent audit, board roster and annual budget **is only required if the agency has not** received funding through Federal CoC grants, DCF/ State grants or VFCCH within the last year.

E. Submission Guidelines: Applicants should deliver 12 copies of the packet and one signed copy of the Commission on Homelessness Coordinated Assessment Agreement no later than 12:00pm on July 17, 2016 to VFCCH at the address listed above.

**Commission on Homelessness
FL504 Volusia-Flagler Continuum of Care
2016 Homeless Prevention-TANF Grant Application**

Agency Name: _____

Contact Name: _____

Contact Email: _____

Contact Phone No.: _____

Website Address: _____

Please type responses to the following questions and deliver twelve (12) to the Volusia/Flagler Co. Coalition for the Homeless no later than 12:00 PM on June 17, 2016. The application packet should include only one (1) signed copy of the Commission on Homelessness Volusia Flagler Coordinated Assessment Agreement.(if not previously submitted within the last year)

Note: It is essential that you reference the DCF application LPZ21 when completing the local application on guidance on allowable costs, Leverage, and other requirements under the Homeless Prevention Grant Program (TANF) funding.

PROJECT NARRATIVE GUIDELINES

All applicants shall submit a complete and comprehensive narrative describing their intended use of the grant funds. Clearly state the goals to be pursued by the grant funded prevention program, and how the grant will stabilize the housing of families assisted.

1. (40 Points) Describe how your program will be operated, including but not limited to the following:

- a) Method by which the applicant will take applications for assistance from eligible families and how the applicant will keep these families informed on the status of their request for assistance;
- b) The eligible grant funded services to be provided, and the specific housing costs to be covered by the direct financial assistance;
- c) How the grantee will provide case management reviews to document family eligibility and housing stability plan;

- d) Describe any preferences, or priorities used to select eligible families to be assisted, and how those references or priorities shall be determined/documented;
- e) The number of families to be assisted; How often a family can apply and receive assistance, and the limit on the number of times a family will be assisted;
- f) The maximum level of direct financial assistance to be provided to an eligible household under the grant award, as well as the estimated average cost per family served;
- g) The content of each applicant's case file used to establish the family's eligibility for assistance;
- h) In the case of the denial of assistance, describe the process by which the family can appeal the decision;
- i) Describe how your organization will track the assisted household's housing status following assistance provided under the grant award; and
- j) How the program will connect the family to other services and benefits they may need and be eligible to receive.

The applicant must demonstrate the commitment of other assistance available and ready to be provided to the families being assisted, as evidenced by executed written agreements. Such agreements must define the role of supporting agency, the responsibility to respond to referrals for service, and the type and level of service that will be available to the family receiving the housing assistance for past due housing costs. Copies of the following executed agreement must be attached to claim points: Written agreement provided for the following entities/services:

- Local workforce board for job training and placements
- Local business entity to make jobs available to the adults in the family assisted
- Local healthcare providers to address family health needs
- Local mental health providers to treat family mental illness needs
- Local substance abuse treatment for family member's addiction issues
- Local school district to ensure child of school age continues to access education
- Local early learning coalition to place young children in school readiness programs
- Local Head Start or other day care providers to place the children into daycare

2. (Total 10 points: 5 points budget /up to 5 points for leverage) - Please provide a complete program budget and narrative for the funds that you are applying

for that includes the sources of all income to be contributed. Indicate the source of leverage funding that will be support the program as requested in the LPZ21 DCF Application.

3. (10 points) - Continuum of Care Participation. Please describe the participation of agency staff in the CoC. (Include leadership roles for the Commission on Homeless and committee participation).
4. (5 points) - Has your agency returned federal or state funds for homeless housing or services during the last 5 years? If so, please report the year, the amount returned and the reason funds were not fully expended.
5. (15 points) - Describe the applicant's experience (in detail) in Homeless Prevention Services to those at-risk of homelessness. Include the following data points
 - Average cost per family
 - Average length/months of assistance
 - Successful outcomes/remained in permanent housing following 6 months from last date of assistance
 - Follow up number remaining in permanent housing following 12 months from last date of assistance 3 months
 - Number of clients linked to employment and / or income benefits
 - Number of clients linked to non-cash benefits
 - HMIS data quality
6. (5 points) - Describe the agency's experience in administering public funds. Please provide a copy of the roster of the Board of Directors, and a copy of the most recent annual budget.
7. (15 Points) Please describe the agency's experience in collecting and using data on services provided to meet outcome and/or performance measures. Does your agency currently participate in the Homeless Management Information System (HMIS) or other database? If your agency does not currently participate in HMIS are willing and able to implement use of HMIS for the activities funded under the TANF. Describe the method that you used to capture the housing stability data available for the year ending December 31, 2015. Provide data on the clients served in calendar year 2014 on success in staying in their housing for twelve (12) months after the last assistance was provided.. **Attach data report(s), clearly citing the source of the data and report to receive points toward scoring.**
 - # of families served in 2014: _____
 - # of families that remained housed after 12 months: _____
 - % that remained housed after 12 months: _____

******If a prior TANF recipient - Please provide the 2014-15 DCF year end report/submission for TANF along with copies of timely drawdown submission.**

Note:

- 1. If you are a new agency or an agency that has not applied for funding through VFCCH /CoC or State of Florida/DCF ESG and Challenge grants within the last grant cycle, (since march 2015) you will need to submit the most recent audit and copy of financial statements along with this grant.**
- 2. This application and grant requirements are subject to change as a result of corrections or changes to the 2016 TANF Grant made by the Florida Department of Children and Families State Office on Homelessness**