BACKGROUND

The Volusia Flagler County Coalition for the Homeless receives funds from the U.S. Department of Housing and Urban Development via the Florida Department of Children and Families (DCF) to implement activities eligible under the Emergency Solutions Grant (ESG) Grant program. The ESG program is designed as the first step in a continuum of assistance that addresses homelessness and enables the homeless population to move steadily towards independent living.

Allowable components for this solicitation which is specific to Flagler County include Rapid Rehousing and Prevention. The ESG program provides funding to: rapidly re-house homeless individuals and families and prevent families/individuals from becoming homeless.

In accordance with the 2019 Emergency Solutions Grant (ESG) Application, the Department of Children and Families Office on Homelessness has awarded the Volusia County Coalition for the Homeless a 3-year contract for: 11/1/16 through 6/30/17, 7/1/17 through 6/30/18, 7/1/18 through 6/30/19.

This document outlines the solicitation process for agencies to apply for funding during year-two (2020-2021) of the current 3-year contract for Flagler County ONLY. Successful implementation of awarded funds may result in a renewal of the funding in year three of DCF's grant cycle.

The full DCF ESG Grant Solicitation can be found here: http://www.myflorida.com/apps/vbs/vbs_ww.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 Grants at www.vfcontinuum.org.

<table>
<thead>
<tr>
<th>2020 FLAGLER SPECIFIC ESG RRH AND PREVENTION GRANT DETAILS</th>
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</thead>
<tbody>
<tr>
<td><strong>Solicitation Documents</strong></td>
</tr>
<tr>
<td><strong>Application Deadline</strong></td>
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<td><strong>Application Method</strong></td>
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<tr>
<td><strong>Eligibility</strong></td>
</tr>
</tbody>
</table>
| **Available Funds** | $29,474.00  
*Note: 21,478 dedicated to RRH  
$7,996 dedicated to prevention* |
## 2020 FLAGLER SPECIFIC ESG RRH AND PREVENTION GRANT DETAILS

<table>
<thead>
<tr>
<th><strong>Minimum deliverables</strong></th>
<th>A minimum of 1 client will be served a month for each of the components, RRH One (1) year beginning July 1, 2020 and ending June 30, 2021. All deliverables must be completed, and all funds must be expended no later than 6/30/21.</th>
</tr>
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<tr>
<td><strong>Funding Period</strong></td>
<td>One (1) year beginning July 1, 2020 and ending June 30, 2021. All deliverables must be completed, and all funds must be expended no later than 6/30/21.</td>
</tr>
<tr>
<td><strong>Match and Leverage</strong></td>
<td>All ESG proposals must document a 100%, dollar-for-dollar, cash match set forth in 24 C.F.R. § 576 and the State of Florida.</td>
</tr>
<tr>
<td><strong>Eligible Geographical Areas</strong></td>
<td>DCF ESG funding is exclusive to the following exception Applicants must service and can only provide ESG services in the following area: Flagler County: Agency must maintain an office in Flagler County and be available to serve clients during regular working hours and/or those hours deemed necessary to meet the needs of the clients seeking services.</td>
</tr>
</tbody>
</table>
| **Eligible Activities** | 1. Prevention (target population must be 30% or below the median income for the area MSA)  
2. Rapid Rehousing Short-term rental assistance (target population must be literally homeless as defined by HUD)  
3. HMIS |
| **Eligible Costs** | 1. Medium Term rental assistance  
2. Rental arrears.  
3. Rental Application Fees  
4. Security Deposits  
5. Last month rent  
6. Utility payments  
7. Moving costs  
8. Past due utility bills, not to exceed four (4) months in arrears for electric, gas, water, and sewer only.  
9. Staff and operating costs for the provision of the required case management services to be provided to the eligible families assisted. |
| **Ineligible Costs** | 1. Any capital improvements of the respondent’s owned, leased or licensed property, including remodeling or facility adaptation  
2. Vehicle use, purchase, lease, maintenance, or repair  
3. Out of state travel  
4. Purchase or lease of equipment over $1,000.00 aggregate; and  
5. Funding to support across the board pay raises for respondents’ employees  
6. Supplanting of funds received through other sources |

## Eligibility and Threshold Criteria

**Note:** Agencies that do not meet all eligibility and threshold requirements will not be scored
A. Basic Organizational Information
   i. Organizational contact information
   ii. Organizational leadership
   iii. Organizational description (max 200 words)

B. Certification Requirements & Attachments
   All Certification Requirements are required for submission. All attachments MUST be uploaded in PDF format and submitted as directed in the CommunityForce application.
   
   i. 501(c)3 IRS determination letter
   ii. Most recent I.R.S. Form 990 or 990 EZ
   iii. Board of Directors Roster
   iv. Board of Directors Bylaws
   v. Most recent financial audit or financial review
   vi. Attestation to government funding requirements.
   vii. Active registration with the Division of Corporations
   viii. Solicitation license from the Department of Agriculture
   ix. Non-discrimination Policy
   x. Drug-free Workplace Policy
   xi. ADA Compliance Policy
   xii. Current summary agency budget
   xiii. Evidence of operations for the last two years
Proposal Requirements

I. Agency/Organization Experience

A.1. Describe the agency’s experience in administering DCF or other Federal, State and/or Local funds. Please include the qualifications and experience of all personnel who will work on the proposed program. Please include grant management experience and programmatic experience NARRATIVE, 750 words 25 points

II. Service Delivery Plan (SDP)

B.1. Provide a detailed narrative that describes the proposed activities and services for Prevention and Rapid Rehousing to be provided and how these services shall meet the needs of homeless/at risk of homeless families with children, homeless individuals and homeless veterans utilizing the Housing First approach. NARRATIVE, 750 words 25 points

III. Collaboration

The proposed service delivery plan should include the Coordinated Entry process and a description of the process the Respondent will use to partner with multiple agencies to collaboratively provide homelessness prevention and homeless services.

C.1. Describe your proposed development of a structure that demonstrates experience and/or capacity in working within the coordinated entry system and multiple service delivery agencies. NARRATIVE, 500 words 15 points

C.2. (Continuum of Care Participation) Describe the participation of your agency’s staff in the CoC, including leadership roles with the Commission on Homeless and committee participation. NARRATIVE, 250 words 10 points

IV. HMIS

D.1. Describe the agency’s experience with the Homeless Management Information System and/or collecting and using data on services provided to meet outcome and/or performance measures. NARRATIVE, 500 words 15 points
V. Budget and Budget Narrative

E.1. Provide a detailed proposed budget narrative that clearly describes salaries, operating costs, HMIS costs and direct service budgets for Prevention and RRH. **NARRATIVE, 250 words 10 Points**

E.2 Attach program budget

<table>
<thead>
<tr>
<th>Scoring Criteria</th>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete or No Response</td>
<td>0</td>
<td>The response is missing and/or cannot be found in the appropriate section.</td>
</tr>
<tr>
<td>1 point</td>
<td>Limited information is provided with very vague descriptions. The narrative is difficult to follow and there is no clear purpose defined.</td>
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<tr>
<td>2 points</td>
<td>The response includes sporadic details that are very disjointed and do not connect with the main point.</td>
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<tr>
<td>Acceptable Response</td>
<td>3</td>
<td>General information on the topic is provided, with limited details. The response included provides a basic description of the question(s) asked.</td>
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<tr>
<td>4 points</td>
<td>The information provided answers the question(s) and is informative, but does not provide clear details.</td>
<td></td>
</tr>
<tr>
<td>Excellent response</td>
<td>5</td>
<td>The response included provides a clear, focused, well-defined description with relevant analysis and accurate details answering the question(s) asked.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION</th>
<th>POINTS SCORED based on Five (5) point scale</th>
<th>WEIGHT FACTOR</th>
<th>TOTAL POSSIBLE POINTS</th>
<th>POINTS AWARDED</th>
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<tbody>
<tr>
<td>Section I:</td>
<td>Five (5)</td>
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<td>25</td>
<td></td>
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<tr>
<td>Section II:</td>
<td>Five (5)</td>
<td></td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Section III: C-1</td>
<td>Three (3)</td>
<td></td>
<td>15</td>
<td></td>
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<tr>
<td>C-2</td>
<td>Two (2)</td>
<td></td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Section IV:</td>
<td>Three (3)</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Section V:</td>
<td>Two (2)</td>
<td></td>
<td>10</td>
<td></td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>100 possible points total</td>
<td></td>
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</table>
Appendices (for reference only)

A. Overview: Emergency Solutions Grant Eligible Activities

Prevention Activities:

Activities related to preventing persons from becoming homeless and to assist participants in regaining stability in their current or other permanent housing. See 24 C.F.R. §576.103, 105, and 106 for complete list of eligible activities.

Eligible Participants: Extremely low-income individuals and families with household incomes of at or below 30% of Area Median Income who qualify as homeless under Categories 2, 3 and 4 of HUD’s Definition of Homelessness or any category of HUD’s Definition of “At Risk of Homelessness”.

4. Rapid Re-Housing Activities:

Activities related to help a homeless individual or family to move into permanent housing. See 24 C.F.R. §576.104, 105, and 106 for complete list of eligible activities.

Eligible Participants: Individuals and families who meet the definition of “homeless” who live in an emergency shelter or other place described in the definition provided by HUD.

Prohibition against involuntary family separation. The age, of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.

Allowable Activities for Prevention and Rapid Re-Housing:

- Financial Assistance – Rental application fee (excludes pet deposit); moving costs; security deposit for rental or utility; payment of rental arrears up to six months; and short-term (up to 3 months) or medium-term (up to 9 months) rental and/or utility assistance.

Short and Medium-Term Rental Assistance Requirements and Restrictions

i. Compliance with FMR (Fair Market Rents) and Rent Reasonableness;

ii. For purposes of calculating rent, the rent must equal the sum of the total rent, any fees required for rental (excluding late fees and pet deposits), and, if the tenant pays separately for utilities (excluding telephone) the monthly allowance for utilities as established by the public housing authority for the area in which the housing is located;

iii. Compliance with minimum habitability standards;

iv. Tenant based rental assistance means that participants select a housing unit in which to live and receive rental assistance. Project based rental assistance means that grantees identify permanent housing units that meet ESG requirements and enter into a rental assistance agreement with the owner to reserve the unit and subsidize it so
Commission on Homelessness for Volusia & Flagler Counties

Contract Application / Flagler specific – Emergency Solutions Grant (ESG)
Volusia Flagler County Coalition for the Homeless

that eligible program participants have access to the unit;
v. A standard and legal lease must be in place;
vi. No rental assistance can be provided to a household receiving assistance from another public source for the same time period (with the exception of rental arrears); and
vii. Participants must meet with a case manager at least monthly for the duration of the assistance (participants who are victims of domestic violence are exempt if meeting would increase the risk of danger to client).
viii. The Grantee must develop an individualized plan to help the program participant remain in permanent housing after the ESG assistance ends.

- Housing Relocation and Stabilization Services – Housing search and placement; assessment of housing barriers and needs; landlord mediation; legal services resolving landlord/tenant matters; assistance with submitting rental applications and leases; assessment of housing for habitability, lead-based paint and rent reasonableness; case management; HMIS data collection and submission; credit repair counseling; budget classes; and monitoring and re-evaluating program participants.

B. Eligible Clients

Persons eligible to receive services being funded by this grant are (See Homeless Definitions in Exhibit 13):
1) Homeless persons who meet the definition of homelessness as defined in 24 C.F.R. § 576, for type of service provided;
2) Persons at-risk of becoming homeless under 24 C.F.R. § 576, for the type of service provided;
3) Applicants must establish written policies and procedures specific to recordkeeping and documenting eligibility assessments at intake and periodic re-evaluation; and
4) Program must maintain documentation on all households seeking assistance, even if determined to be ineligible (documentation must reflect why).

<table>
<thead>
<tr>
<th>HOMELESS DEFINITION / Eligibility by Component</th>
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</thead>
<tbody>
<tr>
<td>Street Outreach</td>
</tr>
<tr>
<td>Category 1 – Literally Homeless</td>
</tr>
<tr>
<td>Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)</td>
</tr>
<tr>
<td>SO projects have the following additional limitations on eligibility within Category 1:</td>
</tr>
<tr>
<td>Individuals and families must be living on the streets (or other places not meant for human habitation) and be unwilling or unable to access services in emergency shelter</td>
</tr>
</tbody>
</table>
### Emergency Shelter

Individuals and Families defined as Homeless under the following categories are eligible for assistance in ES projects:

- Category 1 – Literally Homeless
- Category 2 – Imminent Risk of Homeless
- Category 3 – Homeless Under Other Federal Statutes
- Category 4 – Fleeing/Attempting to Flee DV

### Rapid Re-Housing

Individuals defined as Homeless under the following categories are eligible for assistance in RRH projects:

- Category 1 – Literally Homeless
- Category 4 – Fleeing/Attempting to Flee DV (where the individual or family also meets the criteria for Category 1)

### Homelessness Prevention

Individuals and Families defined as Homeless under the following categories are eligible for assistance in HP projects:

- Category 2 – Imminent Risk of Homeless
- Category 3 – Homeless Under Other Federal Statutes
- Category 4 – Fleeing/Attempting to Flee DV

Individuals and Families who are defined as At Risk of Homelessness are eligible for assistance in HP projects.

HP projects have the following additional limitations on eligibility with homeless and at risk of homeless:

- Must only serve individuals and families that have an annual income **below 30% of AMI**
## HUD’S HOMELESS DEFINITION by CATEGORY

<table>
<thead>
<tr>
<th>Category</th>
<th>Definition</th>
</tr>
</thead>
</table>
| **1**    | (1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:  
   (I) Has a primary nighttime residence that is a public or private place not meant for human Habitation;  
   (II) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or  
   (III) is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution |
| **2**    | (2) Individual of family who will imminently lose their primary nighttime residence, provided that:  
   (I) Residence will be lost within 14 days of the date of application for homeless assistance;  
   (II) No subsequent residence has been identified; and  
   (III) The individual or family lacks the resources or support networks needed to obtain other permanent housing |
| **3**    | (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:  
   (I) Are defined as homeless under the other listed federal statutes;  
   (II) Have not had a lease, ownership interest, or occupancy agreement in permanent Housing during the 60 days prior to the homeless assistance application;  
   (III) Have experienced persistent instability as measured by two moves or more during in the preceding 60; and  
   (IV) Can be expected to continue in such status for an extended period of time due to special needs or barriers |
| **4**    | (4) Any individual or family who:  
   (I) is fleeing, or is attempting to flee domestic violence;  
   (II) Has no other residence; and  
   (III) Lacks the resources or support networks to obtain other permanent housing |
Emergency Solutions Grants (ESG) Program Components Quick Reference

Emergency Solutions Grants (ESG) funds can be used to provide a wide range of services however for the purpose of this solicitation it is restricted to Rapid Re-housing, Homelessness Prevention, and HMIS. Each component is described in the tables below, accompanied by a list of corresponding ESG activities and eligible costs. Note: Administration is not a component, it is considered an activity. ** This list is NOT exhaustive. Always refer to the program regulations at 24 C.F.R. § 576 for complete information about all eligible costs and program requirements.

### Component: Rapid Re-Housing
These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and short-and/or medium-term rental assistance. 24 C.F.R. §576.104

<table>
<thead>
<tr>
<th>Activity types:</th>
<th>Financial Assistance</th>
<th>Service Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rental Assistance **</td>
<td>Eligible costs:</td>
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</tr>
<tr>
<td>Short-term rental assistance</td>
<td>• Rental Application Fees</td>
<td>• Housing Search and Placement</td>
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<tr>
<td>Medium-term rental assistance</td>
<td>• Security Deposits</td>
<td>• Housing Stability Case</td>
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<tr>
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<td>• Last Month’s Rent</td>
<td>• Management</td>
</tr>
<tr>
<td><strong>Rental assistance can be project-based or tenant-based.</strong></td>
<td>• Utility Deposits</td>
<td>• Mediation</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>Moving Costs</td>
<td>• Legal Services</td>
</tr>
<tr>
<td><strong>Rental assistance can be project-based or tenant-based.</strong></td>
<td>Credit Repair</td>
</tr>
</tbody>
</table>

### Component: Homelessness Prevention
These activities are designed to prevent an individual or family from moving into an emergency shelter or living in a public or private place not meant for humans through housing relocation and stabilization services and short-and/or medium-term rental assistance. 24 C.F.R. §576.103

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<tr>
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<td>Credit Repair</td>
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</table>
**HMIS Component.** These activities are designed to fund ESG recipients’ and subrecipients’ participation in the HMIS collection and analyses of data on individuals and families who are homeless and at risk of homelessness. 24 C.F.R. § 576.107

<table>
<thead>
<tr>
<th>Activity type: HMIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligible costs:</td>
</tr>
<tr>
<td>• Contributing data to the HMIS designated by the CoC for the area;</td>
</tr>
<tr>
<td>• HMIS Lead (as designated by the CoC) costs for managing the HMIS system;</td>
</tr>
<tr>
<td>• Victim services or legal services provider costs to establish and operate a comparable database.</td>
</tr>
</tbody>
</table>

*Administrative Activities.** 24 C.F.R. §576.108

<table>
<thead>
<tr>
<th>Eligible costs are broadly categorized as follows:</th>
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<tbody>
<tr>
<td>• General management, oversight, and coordination</td>
</tr>
<tr>
<td>• Training on ESG requirements</td>
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<tr>
<td>• Consolidated Plan</td>
</tr>
<tr>
<td>• Environmental review</td>
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</table>