

Commission on Homelessness for Volusia & Flagler Counties
**Letter of Intent Information & Instructions for
 FY 18-19 Challenge, Emergency Solutions Grant (ESG), Temporary
 Assistance for Needy Families (TANF) Grants**

I. General Information

The Commission on Homelessness for Volusia-Flagler Counties (CoH) is releasing a request for letters of intent (LOI) from interested 501(c)(3) organizations with an applicable program that addresses community priorities in homeless services in accordance with one or more of the Department of Children and Families (DCF) grant opportunities described below. Only agencies who successfully meet the LOI requirements will be invited to submit a Full Application.

A. Emergency Solutions Grant (ESG) <i>(Full Applications released February 2018 to Invited Organizations)</i>	
Allowable components include Emergency Shelter, Street Outreach, Rapid Rehousing and Prevention. The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents, (5) rapidly re-house homeless individuals and families, and (6) prevent families/individuals from becoming homeless.	Available Funds: \$221,715 Note: at a minimum 40% of this amount must go directly to fund RRH projects.
B. Challenge Grant <i>(Full Applications released March 2018 to Invited Organizations)</i>	
Challenge Grant funding shall be used locally to assist those individuals or households who are homeless, or those at risk of becoming homeless. The funds may be used to assist those clients defined as homeless in section 420.621(5), Florida Statutes. The intent of the grant is to help implement the local homeless assistance plan, and to help the community reach the goals and objectives outlined in their CoC plan. Challenge grant allowable activities include Case Management, Housing specialist, Housing Operations, Rent/utility, security deposit/moving costs, client support.	Available Funds: \$189,605
C. Temporary Assistance for Needy Families (TANF) Prevention <i>(Full Applications released April 2018 to Invited Organizations)</i>	
The purpose of the Homelessness Prevention Grant Program is to assist eligible families to prevent the family from becoming homeless and to maintain stable housing following the assistance from the grant. The Homelessness Prevention Grant may be used to pay the following costs to assist eligible families avoid homelessness: <ol style="list-style-type: none"> 1. Past due rent or mortgage payments, not to exceed four (4) months of rent or mortgage payment. 2. Past due utility bills, not to exceed four (4) months in arrears for electric, gas, water and sewer only. 3. Staff and operating costs for the provision of the required case management services to be provided to the eligible families assisted. 	Available Funds: \$49,470

The LOI will demonstrate general organizational viability, good financial standing, and alignment with the CoH priority areas. All applications will be reviewed by the CoH’s Applications Committee and qualifying organizations will be invited to submit a full proposal for the associated grants.

- TANF in March 2018
- Challenge in March 2018
- ESG in April 2018

The DCF funding associated with these three grants is designed as the first step in a continuum of assistance that addresses homelessness and enables the homeless population to move steadily toward independent living. The Continuum of Care (CoC) model is based on the understanding that homelessness is not caused simply by a lack of shelter but is caused by a variety of underlying human and social conditions. Housing and Urban Development (HUD) believes the best approach for alleviating homelessness is to establish a community-based process that provides a comprehensive response to the diverse needs of homeless persons. The fundamental components of a CoC system are:

- (1) Outreach and assessment to identify a homeless person's needs;
- (2) Immediate (emergency) shelter as a safe, decent alternative to the streets;
- (3) Transitional housing with appropriate supportive services to help people achieve independent living; and
- (4) Permanent housing or permanent supportive housing for the disabled homeless.

II. Timeline

February 8, 2018	Release Letter of Intent
February 19, 2018	Letter of Intent due by 12:00 p.m.
February 21, 2018	Full Applications released to invited organizations
March 7, 2018	TANF Full Applications due by 12:00 p.m.
March 8-12, 2018	Application Committee review of TANF Applications
March 20, 2018	Challenge Grant Full Applications due by 12:00 p.m.
March 22-27, 2018	Application Committee review of Challenge Grant Applications
April 25, 2018	ESG Full Applications due by 12:00 p.m.
April 26-May 2, 2018	Application Committee review or ESG Applications

III. Eligibility Requirements

To be invited to submit one or more Full Applications, each Organization must submit an LOI that demonstrates competency in five main areas:

1. Organization's ability and commitment to address community needs
2. Organization's alignment with the CoH priority areas
 - a) Chronic Homelessness
 - b) Unaccompanied Youth
 - c) Families and Children
 - d) Veterans
 - e) Homeless Pregnant Females
3. Organization's good financial standing
4. Organization's sound governance by a Board of Directors

A. Organizational Requirements

At a minimum, each Organization's LOI must demonstrate sufficient organizational capacity to be invited to submit a Full Application. The required capacity will be demonstrated by the Organization's ability to certify or provide the following documentation:

1. Official documentation that the Organization is exempt from federal income tax under I.R.S Section 501(c)(3) of the Internal Revenue Code 1986.
2. Organization's most recent I.R.S. Form 990
3. Certification that the Organization is involved in providing program(s) and services that are health, education or human-service related and directly serve the Daytona Beach, Port Orange, Deltona and Flagler County service area residents. The agency must maintain a local office with regular office hours and telephone availability.
4. Certification that Organization has been providing Focus Area services locally (Volusia and Flagler Counties) since January 1, 2015.
5. Maintain a current registration with the Florida Secretary of State Office and Solicitation License with the Department of Agriculture.
6. Have an independent governing body who has the authority to decide policy and strategic direction with respect to the agency's programs, administration and finances, in accordance with the Organization's By-Laws, and who shall meet at least four times per year. Paid staff must not be a voting member of the Board.
7. Maintain a non-discrimination policy or plan that does not discriminate on the basis of race, cultural heritage, religion, gender, national origin, age, marital status, sexual orientation, veteran status or status as a qualified disabled or handicapped individual.
8. A recent financial report:
 - a) Organizations with operating revenue of \$200,000 or more provide their most recent fiscal year end CERTIFIED AUDIT
 - b) Organizations with operating revenue of \$199,999 or less provide their most recent fiscal year-end FINANCIAL REVIEW by an independent financial auditor
9. Complete Summary Agency Budget on required form for current fiscal year

B. Programs

In addition to the Organization meeting the Criteria in Section A., the proposed program for which funding is sought shall meet the following criteria:

1. Provide services in either Volusia or Flagler County. (*Note: ESG services are limited to Daytona Beach, Port Orange Deltona and Flagler County*)
2. Program(s) shall be able to demonstrate the ability to provide matching funds at 100% of the requested amount of the application.
3. The program(s) shall align with the 2017-22 CoH Strategic Plan Priority Areas.

IV. 2017-19 Focus and Program Components

A. Emergency Solutions Grant

(1) Street Outreach

Essential services to eligible participants provided on the street or in parks, abandoned buildings, bus stations, campgrounds, and in other such settings where unsheltered persons are staying. Staff salaries related to carrying out street outreach are also eligible. See 24 C.F.R. § 576.101 for complete list of eligible activities.

Eligible Program Participants: Unsheltered individuals and families who qualify as homeless under Category one (1) and Category four (4) of HUD's Definition of Homelessness.

Allowable Activities:

- *Engagement* – Activities to locate, identify, and build relationships with unsheltered homeless persons for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or social services and housing programs. Eligible costs include: initial assessment of need and eligibility; providing crisis counseling; addressing urgent physical needs; and actively connecting and providing information and referral. Eligible costs also include the cell phone costs of outreach workers during the performance of these activities.
- *Case Management* – Assessing housing and service needs and coordinating the delivery of individualized services. Eligible costs include: using a Continuum of Care centralized or coordinated assessment system; initial evaluation including verifying and documenting eligibility; counseling; helping to obtain Federal, State and local benefits; providing information and referral to other providers; and developing an individualized housing/service plan.
- *Emergency Health Services* – Outpatient treatment of urgent medical conditions by licensed medical professionals; and providing medication and follow-up services.
- *Emergency Mental Health Services* – Outpatient treatment of urgent mental health conditions by licensed professionals; medication costs; and follow up services.
- *Transportation* – Travel by outreach workers or other service providers during the provision of eligible outreach activities; costs of transportation of clients to emergency shelters or other service providers; and costs of public transportation for clients.
- *Services to Special Populations* – Essential Services that have been tailored to address the needs of **unaccompanied homeless youth, victims of domestic violence and related crimes/threats, or people living with HIV/AIDS** who are literally homeless.

(2) Emergency Shelter:

Rehabilitation of an existing shelter or conversion of a building for the purposes of providing emergency shelter, essential services and operational expenses. See 24 C.F.R. § 576.102 for complete list of eligible activities.

Eligible Participants: Individuals and families who qualify as homeless under Categories one (1) through four (4) of HUD’s Definition of Homelessness.

Allowable Activities:

- *Renovation, major rehabilitation or conversion* – Renovation means rehabilitation that involves costs of 75% or less of the value of the building before renovation. Major rehabilitation means rehabilitation that involves costs in excess of 75% of the value of the building before rehabilitation. Conversion means a change in the use of the building to an emergency shelter for the homeless, where the cost of conversion exceeds 75% of the value of the building after conversion.
- *Essential Services*
- *Renovation (includes major rehab and conversion)*
- *Shelter Operations*
- *Assistance required under URA*
 - a. *Assistance required under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA)*. Eligible costs are the costs of providing URA assistance under §576.408, including relocation payments and other assistance to persons displaced by a project assisted with ESG funds. Persons that receive URA assistance are not considered “program participants” for the purposes of this part, and relocation payments and other URA assistance are not considered “rental assistance” or “housing relocation and stabilization services” for the purposes of this part.

(3) 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 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. Challenge Grant

1. Program Need:

Challenge Grant funding shall be used locally to assist those individuals or households who are homeless, or those at risk of becoming homeless. The funds may be used to assist those clients with an Annual Median Income (AMI) of up to fifty percent (50%). The intent of the grant is to help to implement the local homeless assistance plan, and to help the community reach the goals and objectives outlined in the CoC plan.

2. Allowable uses:

Case Management

- Salaries, fringe and health insurance.
- To implement SSI/SSDI

- Outreach,
- Recovery (SOAR)
- To support existing case management for transitional housing

New / Existing Housing Specialist

- Salaries, fringe and health insurance.
- Assist homeless families on the street or in Emergency Shelter/Transitional housing to locate affordable housing

Housing Facilities Operations

- Fund insurance, utilities, telephone/cable, pest control, grounds and building maintenance costs
- For new and existing family emergency shelter beds
- Existing transitional housing beds

Rent/utility, Security Deposits and Moving Costs

- To fund expenses for chronically homeless/homeless families and individuals to move from the street, emergency shelter and transitional housing programs to permanent housing

Client Support

- To assist homeless individuals and families on the street and in emergency shelter and transitional housing programs moving to permanent housing with expenses including child care, cribs, transportation, food/meals, clothing, uniforms, emergency medical, vision, and dental, education, furniture, bedding, linens, mattress covers, kitchen items and supplies, and pest control.

C. TANF Grant

The purpose of the Homelessness Prevention Grant Program is to assist eligible families to prevent the family from becoming homeless and to maintain stable housing following the assistance from the grant. The Homelessness Prevention Grant may be used to pay the following costs to assist eligible families avoid homelessness:

- a) Past due rent or mortgage payments, not to exceed four (4) months of rent or mortgage payment.
- b) Past due utility bills, not to exceed four (4) months in arrears for electric, gas, water and sewer only.
- c) Staff and operating costs for the provision of the required case management services to be provided to the eligible families assisted.

The amount allocated to the CoC for the TANF Grant competition that can be applied for by local non-for profits is \$49,470.

Please see Department of Children and Family services (DCF) Grant solicitation for 2016 for full grant parameters

V. How to Apply

All interested organizations must submit a Letter of Intent Application through the online grant management system, **CommunityForce**. The website is accessible to all interested organizations at <https://uwvfc.communityforce.com>. The website includes a listing of different grant programs. To begin the Letter of Intent Application process, select the ‘login’ button in the top right-hand corner to create an account. Follow the prompts on the screen. Once the account is created, the agency may select the appropriate grant application available titled “CoH Emergency Solutions Grant Letter of Intent”. **ALL APPLICATIONS MUST BE SUBMITTED ONLINE BY THE DEADLINE.** No applications will be accepted in any other format or after the stated deadline.

If Organizations meet the LOI criteria, an invitation and additional instructions will be sent regarding the Full Application.

VI. Letter of Intent Outline

The CoH Emergency Solutions Grant Letter of Intent can be found on the CommunityForce website at <https://uwvfc.communityforce.com>. An outline of the letter of intent requirements is found below:

A. Basic Organizational Information

- i. Organizational contact information
- ii. Organizational leadership
- iii. Organizational description (max 200 words)

B. Proposed Program(s)

- i. Program Name
- ii. Which grant(s) component(s) are you applying for?
- iii. What is your agency’s service area?

C. Certification Requirements

- i. 501(c)3 IRS determination letter
- ii. Most recent I.R.S. Form 990 or 990 EZ
- iii. Board of Directors Bylaws
- iv. Most recent financial audit or financial review
- v. Active registration with the Division of Corporations
- vi. Solicitation license from the Department of Agriculture
- vii. Non-discrimination Policy
- viii. Drug-free Workplace Policy
- ix. ADA Compliance Policy
- x. Board of Directors Roster
- xi. Current Summary Agency budget