

Request For Applications

Unified Homelessness Grant 2019-2012 #RFALP12819CO

2019 Request for Applications



Department of Children and Families

Unified Contract Application: #RFALP12819CO

**All Applications MUST be received by Homelessness & Housing
Alliance Office at**

183 Eglin Parkway NE

Fort Walton Beach, FL 32548

By 5:00pm February 28, 2019

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Prior to submitting an application, applicants should ensure that they meet the following threshold criteria:

- 1) Must propose an eligible activity for an eligible homeless population (see page 2 eligible projects)
- 2) Must be an eligible contractor for government funds with a current 501(c) 3 tax exempt status
- 3) Must not propose to use funds to supplement current funding
- 4) Must be able to provide the following information:
 - a.) Signed authorization to apply for CoC funding and agreeing to all items in next section
 - b.) IRS 501(c)(3) designation letter
 - c.) Current board roster
 - d.) Copies of organizational chart, and personnel, programmatic, and accounting procedures
 - e.) Match letter for 100% of the applied amount

Applicants should also review the regulations and statutes provided in this solicitation, FL-505 Written Standards, Coordinated Entry Workflow, and the Unified Funding Request for Applications released by the Office on Homelessness on www.hhalliance.org

Requirements: All applicants will certify in writing to the following:

- Pay HMIS fees according to the HMIS Policy and Procedure.
- Follow all CoC Policy and Procedure including but not limited to, HMIS Policy and Procedure, Coordinated Entry Manual, and FL-505 Written Standards.
- Submit program data and participate in the Homeless Management Information System (HMIS) or have an equivalent system and submit de-identified data to HMIS if a domestic violence provider.
- Follow FL-505 Written Standards
- Participate in One Way Home, coordinated entry system, and submit a signed MOU for the CES.
- Be a member in good standing, membership dues must be current at time of submittal
- Participate in all CoC activities and attend 75% or more CoC meetings.
- Attend trainings, conferences, webinars, or other technical assistance regarding funds and the administration of those funds as needed. Annual training is mandatory attendance for project applicants.
- Agencies that are awarded funds are to be monitored and evaluated at a minimum of annually by the Continuum of Care. The data results and outcomes of the monitoring and evaluations will be shared with the Grant Committee. The Grant Committee will utilize the evaluations, data, and outcomes, in the decision-making process for future applications. Agencies are required to allow at least one annual site-visit by HHA or CoC designated monitor.
- Promote geographic diversity of programs throughout our CoC by covering both counties.
- ***Agencies that serve survivors of domestic violence are encouraged to apply and are exempt from having to utilize the HMIS, however they will need to agree to participate in One Way Home and provide data from a comparable database***

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The 2019 Solicitation for the Unified Homeless Grant was released on January 28th, 2019 by the Department of Children and Families. This document will serve as the official request for proposals for applicants applying for funding through Emergency Solutions Grant (ESG), Temporary Assistance for Needy Families (TANF), and/ or Challenge Grant.

Homelessness & Housing Alliance (HHA) is the only eligible applicant to submit an application to the Department of Children and Families. HHA is requesting proposals for sub-recipients.

Eligible sub-recipient applicants are:

1. Paid Members of the CoC- payment due upon submission of the application
2. Must be a 501 (c)(3) organization with documentation included
3. Agencies currently providing services to persons experiencing homelessness in Okaloosa and Walton Counties. Applicants must serve both counties to be considered for funding.
4. All applicants and projects must be essential to the prevention of or ending of homelessness. All projects must be included in the approved CoC plan and a funding priority in our local CoC and in the state of Florida.
5. Projects must have the ability to carry out the project by the end of the grant term on a cost-reimbursement basis.
6. Must have an HMIS data quality score of 90% or higher if a current HMIS user or agree to utilize HMIS according to HMIS policy and procedure and User Agreements if not a current HMIS user. If an applicant is currently not using HMIS they must be trained upon contract execution.
7. Applicants must submit a completed application by the deadline (COB on February 28, 2019). A complete application will include all items described in the Completeness Checklist (p. 13).

The format submitted to HHA will include 1 Original Application and 2 Copies, each in a three-ring binder with Tabs, and an electronic copy in WORD with a cover letter signed by a duly authorized representative stating the request. Each application that is received will be date and time stamped. Hard copies will be delivered to HHA Administrative Office at 183 Eglin Pkwy NE, Ft Walton Beach, Florida. Late and/ or incomplete applications will not be considered for funding.

Complete project applications must be delivered to HHA by COB (5:00pm) on February 28th, 2019.

All grants listed in this RFA are cost reimbursement grants. Agencies must first expend the funds on acceptable costs then submit invoices to HHA for approval then reimbursement. Reimbursement will only be made if expenses are allowable and outlined in the contract and spent within the grant term. Required supporting documentation must be received for each expense, HMIS data entry must be current and accurate, and a complete invoice package must be submitted and include all required reports in order to be reimbursed by HHA. Sub recipients will not be reimbursed until DCF has reimbursed HHA for the invoice.

This RFA is subject to change at any time by the CoC lead agency. Applicants must remain vigilant in seeking new information regarding the application as provided by the CoC lead agency.

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Scope of Service: This is a one year term for project applicants with the potential for renewal. Under this application, all services must be provided in Okaloosa and Walton Counties.

Major Objectives: The major objectives are to reduce homelessness in the two-county area by increasing outreach to engage chronically homeless; Implement Rapid-Resolution; enhancing and maintaining the coordinated entry system; improve linkage to housing and supportive services through intake, referral, and HMIS; increase access to stable and affordable housing through Rapid-Rehousing, Supportive Housing, Homeless Prevention, and Housing Navigation; increase the number of emergency shelter beds in the two-county area.

Clients to be served: All projects funded will serve only individuals and families that reside in Okaloosa and Walton Counties, who are literally homeless or at risk of becoming homeless and that meet income eligibility requirements per grant specifications. Client eligibility will be determined in accordance with the Coordinated Entry System. The Coordinated Entry System will determine the appropriate program placement referral but the Provider will determine eligibility for their program. In the event of any disputes regarding eligibility of clients, the determination by the Grantee (HHA) is final and binding. Applicants should include any experience working with homeless populations they are proposing to serve in in their application.

Project limits by Grant: All submissions will include a quarterly spending schedule for funds. Projects that cannot be completed by June 30, 2020 will not be considered for funding. Projects must have case managers and the necessary administrative staff to facilitate the proposed project.

- Emergency Solutions Grant (ESG)

Grant Term	July 1, 2019 through June 30, 2020
Maximum Funding per Project:	
Housing: Rapid Rehousing	\$150,000
Housing: Homelessness Prevention	\$60,000
Shelter	\$100,000
Street Outreach	\$60,000
Minimum Funding per Project	\$40,000

- Temporary Assistance for Needy Families (TANF)

Grant Term	July 1, 2019 through June 30, 2020
Maximum Funding per Project	\$70,000
Minimum Funding per Project	\$70,000

- Challenge Grant

Grant Term	July 1, 2019 through June 30, 2020
Maximum Funding per Project	\$100,000
Minimum Funding per Project	\$40,000

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Service Tasks by Grant:

- Emergency Solutions Grant (ESG) *24 CFR 576.400 (e)*

Rapid Rehousing	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. § 576.104
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 human through housing relocation and stabilization services and short- and/or medium-term rental assistance. § 576.103
Street Outreach/ Engagement	These activities are designed to meet the immediate needs of unsheltered homeless people by connecting them with emergency shelter, housing, and/or critical health services. § 576.101
Emergency Shelter	These activities are designed to increase the quantity and quality of temporary shelters provided to homeless people, through the renovation of existing shelters or conversion of buildings to shelters, paying for the operating costs of shelters, and providing essential services. § 576.102
Homeless Management Information System (HMIS)	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. § 576.107

- Temporary Assistance for Needy Families (TANF) *Section 414.161, Florida Statutes*

Homelessness Prevention	The purpose of the Homeless Prevention Grant Program is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant.
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- Challenge Grant *Section 420.622(4) Florida Statutes*

Housing Need	Rapid Rehousing/ Supportive Housing
Program Need	Coordinated Entry System/ Access Points
Service Need	Housing Navigation

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The tasks above have been included in the CoC plan and are considered funding priorities by the CoC and the state of Florida.

It will be required that all Project Applicants chosen to be Providers under this grant attend the HMIS data training for this project as well as training on administering the designated grant prior to the contract being executed. Training will include recordkeeping, invoicing, reporting, meeting performance measures, Written Standards for providing assistance, and required policies for programs.

All Providers under this grant agreement must be monitored by HHA according to the subcontracting provision in the contract. Please include in your application if you are unable to undergo an on-site monitoring visit for any reason and the explanation.

Costs NOT Allowed Include:

- Cash payments to persons experiencing homelessness
- Payments for services reimbursed by another funding source
- Inherently religious materials, including but not limited to: Bibles, worship guides, hymnals, Bible Study curriculum, or Communion wine
- Weapons
- Alcohol, tobacco or other drugs
- Costs associated with the normal cost of doing business
- Construction or acquisition of property
- Leasing of any motor vehicle

Solicitation Process

All applicants will abide by the Deadlines as follows:

February 4, 2019	Sub-Applicant RFA Released
February 13, 2019	Q&A for Applicants/ Stakeholder Meeting
February 28, 2019	Applications due by 5:00pm
March 6-7, 2019	Grant Rank and Review
March 11, 2019	Submission Announcement
March 15, 2019	Appeals to Grant Review Committee Due by 5pm
March 17, 2019	Response to Appeals
March 29, 2019	Unified Application due to DCF

The format submitted to HHA will include 1 Original Application and 2 Copies, each in a three-ring binder with Tabs, and an electronic copy in WORD with a cover letter signed by a duly authorized representative stating the request. Each application that is received will be dated and time stamped. Hard copies will be delivered to HHA Administrative Office at 183 Eglin Pkwy NE, Ft Walton Beach, Florida. Late and/ or incomplete applications will not be considered for funding.

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FL-505 Scoring and Ranking Process

The following pertains to the Request for Proposals for Emergency Solutions Grant, Challenge Grant, and Temporary Assistance for Needy Families.

Scoring of applications will be completed by the CoC Grant Review Committee that serves as the Rank and Review Committee for the Okaloosa Walton Homeless Continuum of Care FL-505. The responsibilities of this Committee are outlined in the Governance Charter that was approved in 2015. The CoC Grant Review Committee will score submitted proposals according to objective criteria provided as part of the application process. The committee will then consider overall CoC priorities and strategy to determine a final list of projects to be submitted to the Office on Homelessness, and the amounts of funding to be requested for each project. **Proposers will be notified in writing no later than March 11, 2019**, of whether they will be included in the application to the Office on Homelessness and the amount to be allocated for each project. The list for selection shall be posted on the website of Homelessness & Housing Alliance on that date. Applicants not selected may appeal according to Okaloosa Walton Homeless CoC's approved appeal process.

SCORING, RANKING AND SELECTION

All complete, timely, and eligible applications will be scored by the CoC Grant Review Committee. Scores will determine which projects will be submitted to the Office on Homelessness and the amounts for each project.

The scoring rubric evaluates past performance (of renewal applicants) and promotes best practices or practices that will improve our local response to homelessness and align our response with national policies and best practices. These include:

- Commitment to a Housing First low-demand service model;
- Significant leveraging of other resources; and
- Projects that promote geographic diversity of programs throughout our CoC.

The process for considering projects will include the following:

- A threshold requirement that submissions required in this guidance are complete and timely (failure to meet this requirement will result in project not being scored);
- Project scoring; and
- Responses to any requests for explanations or requests for more information from the Grant Review Committee

Once the committee completes the scoring and ranking, the committee will consider the CoC's priorities, whether the initial scoring is likely to result in any critical service gaps, whether grantees have a history of returning unspent funds, and may make adjustments to budgets and produce the final ranking of projects to be included in the consolidated application.

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Deadline for Submittal of Complete Application for Rating and Ranking complete applications include:

1. Delivery of One Original and Two Hard Copies, each in a three-ring binder with Tabs, One Electronic copy on a Flash Drive in WORD, and Required Documents with following attachments:

- IRS 501(c)(3) designation letter
- Policies and Procedures
- Match letter
- Leverage letters
- Signed certification letter
- Coordinated Entry MOU
- Written Standards MOU
- Housing First Assessment found in RFA

SCORING FOR PROJECTS FOR FY2018 PROGRAM COMPETITION		
PROGRAM DESIGN 35 points <i>Source:</i> Project Application Must serve all areas of the CoC. These projects should all be low barrier to entry and utilize Housing First.	Does the project align with CoC needs and enhance system wide performance? (up to 10 points)	Project describes specific strategies to reduce the number of persons experiencing homelessness, to reduce length of time homeless, and increase housing placement and retention rates (if strategies for these 3 outcomes are specified and accurate-10 points)
		If project describes partial strategies but meets community needs- 5 points
		If project does not meet community needs and does not describe ways to enhance system wide performance-0 points
	Does the project provide detailed descriptions and specific strategies to perform quality services (up to 10 points)	Project adequately details how it will provide quality services and remove barriers to housing-10 points
		Project describes some detailed quality services but not all-5 points
		Project services do not meet quality standards-0 points
	Project description/scope describes achieving housing stability, client-centered, and coordination with other resources (up to 10 points)	Adequately describes project and is consistent with population served and expected performance outcomes – up to 10 points
	Performance measures (up to 5 points)	Proposed performance measure(s) are consistent with population served and CoC performance goals – 5 points

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<p>Applicant Capability</p> <p>35 points</p> <p><i>Source:</i> Application; Minutes of CoC meetings, and activities,</p>	Agency experience up to 5 points	<p>2 or more years serving population and proposing performing the proposed activities – 5 points</p> <p>Less than 2 years but currently serving population and performing the proposed activities – 2 points</p> <p>Not currently serving the population or performing the proposed activities</p>
	Complete and compliant policies & procedures (up to 5 points)	Full points where all required policies and procedures are submitted and comply with grant requirements
	Applicant demonstrates a knowledge of federal/state requirements-5 points	Applicant is familiar with statutes and regulations for the funding being applied for including, requirements and notices.
	Experience with state/federal funds (up to 5 points)	Prior use of state/federal funds to operate 1 or more program(s) – 5 points
	Participates in One Way Home, HMIS, and understands the CoC (5 points)(DV projects exempt from HMIS but should describe how they will provide data required for reporting) *required	Describes participation in the CoC and components of the CoC and has signed MOUS and agreements for participation: Yes – 5 points
	Organization and management structure include procedures, staff positions in place, being able to facilitate a cost-reimbursement grant, (up to 10 points)	<p>Description demonstrates strong internal coordination & financial accounting points with staff in place and prepared for cost reimbursement grant-10</p> <p>Description demonstrates some of the organization and management structure but not all-5 points</p> <p>None of the organization and management structure is in place to facilitate program</p>
	Participation in CoC (up to 2 points) *required	Is an active member of the CoC, and participates in activities- 2 points

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FINANCIAL 30 points <i>Source:</i> Budget submittal, leverage letters,	Budget submission matches project and is cost-effective (up to 10 points) *required	Budget is accurate and complies with statute or regulation, and cost effective –10 points Budget is accurate but not specific and cost effective- 5 points Budget does not align with project -0 points
	Match letter for 100%. (5 points) **required	Match letter included for eligible activities- 5 points No letter-0 points
	Leverage letters demonstrating ability to maximize resources. Letters from property owners and service providers outlining the relationship and partnerships related to project. (5 points) **required	One point for each letter up to 5 points.
	Applicant financial health is demonstrated with operating budget-5 points	If operating budget shows agency is not dependent on grant funds-5 points
	Did the applicant ask for eligible expenses by category-5 points	If expenses requested are allowable and eligible and in the appropriate category -5 points

Policies for Appeals of Rating/Ranking

Applicants may appeal through the process below if they can:

- Prove their score is not reflective of the application information provided; or
- Describe bias or unfairness in the process, which warrants the appeal

Reasons for appeals:

- The application of any applicant agency which a) is unranked for submission to DCF, or b) receives decreased funding may appeal.

Based upon committee review, applicants that do not meet the threshold requirements are ineligible for an appeal.

All notices of appeal must be based on the information submitted by the application due date. No new or additional information will be considered. Omissions to the application cannot be appealed.

- 1) Appeals shall be filed in writing within 2 business days of notification of the CoC Grant Review Committee (GRC) decision.

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- 2) The GRC shall within 1 business day review the appeal and uphold or deny the appeal in writing.
- 3) If the appeal is denied, the applicant may file the written appeal within 1 business day with the CoC Board of Directors Executive Committee.
- 4) The Executive Committee shall within 1 business day review the appeal and uphold or deny the appeal in writing.
- 5) If the appeal is again denied, the applicant may file the written appeal within 1 business day with the Board of Directors.
- 6) The Board of Directors shall within 1 business day review the appeal and make a final decision on the appeal in writing

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COMPLETENESS CHECKLIST

All applications for funding MUST have all necessary documents in the order shown below to be considered for submission in the 2019-2021 Unified Homeless Grant #RFALP12819CO.

	Document Included	Document Complete
Cover Letter		
TAB 1		
Completeness Checklist		
Certification Letter		
Applicant Information Request 1.1		
TAB 2		
Agency Profile 1.2		
Agency Policies and Procedures		
Proposed Activities & Project Narrative 1.3		
TAB 3		
Budget and Match Funding Form 1.6		
Budget Narrative organized by funding stream 1.4		
Quarterly Spending Plan		
Previous Year's Annual Agency Budget		
Leverage Letters 1.7		
Leverage Documentation		
TAB 4		
Quality of Service 1.5		
Housing First Assessment 1.10		
HMIS Quality Report (if Applicable)		
TAB 5		
501 (c)(3) Form		
One Way Home CES Agreement- Signed		
Written Standards Agreement- Signed		

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APPLICANT INFORMATION REQUEST 1.1

1. Applicant Information

Agency Name: _____

Mailing Address: _____

City: _____ County: _____

Zip Code: _____ Phone: _____

FEID Number: _____ DUNS Number: _____

2. Project Administrator(s)

Name: _____

Mailing Address: _____

City: _____ County: _____

Work Phone: _____ Cell Phone: _____

Email: _____

3. Primary Contact for the Applicant Agency

Name: _____

Work Phone: _____ Cell Phone: _____

Email: _____

4. Geographic Area to be Served

County(ies) to be served:

Locations not served:

Justification for Locations Not Served:

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5. Total Funds Requested

Funding Stream/ Activity	Total Funding Request	Total Match (documentation attached)	Number of People Served
Emergency Solutions Grant (ESG)			
Street Outreach			
Emergency Shelter			
Homelessness Prevention			
Rapid Rehousing			
HMIS			
Admin			
Temporary Assistance for Needy Families (TANF)			
Client Financial Assistance			
Case Management			
Challenge Grant			
Rapid Rehousing			
Supportive Housing			
Coordinated Entry System Access Point			
Housing Navigation			
Other Innovative Program			

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions.

Signature: _____

Printed Name: _____

Title: Executive Director/ CEO

Date: _____

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the Applicant Agency.

Signature: _____

Printed Name: _____

Title: Board Chair/ President

Date: _____

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Agency Profile 1.2

1. Agency Information

Agency Name: _____

Mailing Address: _____

Phone: _____

2. Primary Contact

Name: _____

Work Phone: _____ Cell Phone: _____

Email: _____

3. Proposed Activity & Project Summary (to be completed for each activity and grant applied for)

Proposed Activity/ Project Title: _____

Brief Summary (1-2 Sentences):

Population to be Served: _____

Location to be Served: _____

Locations (cities/ Counties) NOT Served: _____

Funding Amount Requested & Funding Stream: _____

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Proposed Activity Project Narrative 1.3

For each proposed activity, the applicant must provide a detailed project narrative answering the following questions. The narrative should provide detailed descriptions of the items found in the **SCORING FOR PROJECTS FOR FY2018 PROGRAM COMPETITION** found on page 9.

1. Project Name
2. Agency providing service
3. Funding Source
4. Total Number to be served
5. What problem does this project solve in the effort to end homelessness?
6. Describe how this project fits into the CoC's system of care. (The system of care being the CoC's coordinated efforts to prevent, assist, and end homelessness.)
 - * Does the project qualify as a housing project?
 - * How does this project integrate with the CoC's coordinated entry system?
 - * How does this project provide a connection to permanent solutions?
 - * Does this project focus on critical supports and services needed to achieve housing or does it provide ancillary supports?
7. Describe the collective impact of the proposed project, including who the project will serve, how it will help achieve established goals identified in the CoC Plan, and how it supports the CoC's efforts to achieve the HUD System Performance Measures.
8. List at least (2) outcome measures to determine the success of this project and how the applicant will acquire the data to produce the outcomes listed.

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Budget Narrative 1.4

For each proposed activity, the applicant must provide a detailed budget narrative answering the following criteria.

1. Description of the proposed personnel costs, including fringe benefits.
2. Justification for the proposed personnel costs, including fringe benefits
3. Description of the proposed client financial assistance costs
4. Justification for the proposed client financial assistance costs
5. Description of the proposed other program operation costs
6. Justification for the proposed other program operation costs
7. Description of the proposed administrative costs
 - a. Maximum of 2% of Awarded amount may be included for ESG sub recipient
8. Justification for the proposed administrative costs

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Quality of Services 1.5

Answers for the flowing criteria shall provide evidence of quality services provided.

1. Describe how the applicant agency/ organization ensures quality of services are provided to individuals' at-risk of or experiencing homelessness in the community.
2. Describe how applicant agency/ organization will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.)
3. Describe how the applicant agency/ organization has worked to remove traditional barriers to housing and services for individuals in need of assistance.
4. Describe how the applicant agency/ organization will ensure that services are provided throughout the entirety of the CoC's geographic area.

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the applicant agency.

Signature: _____

Printed Name: _____

Title: Executive Director/ CEO

Date: _____

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the applicant agency.

Signature; _____

Printed Name: _____

Title: Agency Board Chair/ President

Date: _____

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Project Budget 1.6

A project budget must be completed for each grant applied for. All costs in this table must be explicitly explained in the Budget Narrative.

Project:	Amount Requested	Match
Staff Costs		
Operations Costs		
Direct Client Assistance (break into specific allowable costs)		
Administrative Costs (as allowed per grant)		

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Leverage 1.7

The purpose of the leverage letter is to document how other Agency's funds are leveraged to ensure that grant funds are being used to their maximum benefit for the clients served in programs. Greater leverage results in more effective use of dollars. Additionally, greater leverage improves the overall Continuum Score when completing the Unified Application. A minimum leverage ratio of 1:1 is required for achieving any points in the Large Group Scoring process. The highest point values are awarded to programs with at least a 3:1 ratio of leveraged funds.

Note: Your leveraged funds represent the first number in the ratio and grant funds represent the second number in the ratio. So, for example, if your grant funds are \$200,000, in order to get the maximum points for leverage, your leverage amount would need to be at least \$600,000.

TEMPLATE: Must be on Agency Letter Head

Date Applying

Sarah Yelverton
Executive Director
Homelessness & Housing Alliance FL 505
183 Eglin Parkway NE
Fort Walton Beach, FL 32548

Re: Leverage

Dear **Applying Agency Contact Name**:

This certifies that **AGENCY NAME HERE** will provide supportive services [be specific about the type of service] to at least **NUMBER OF CLIENTS TO BE SERVED HERE** clients at the approximate rate of \$_____ per client, per year. The total annual value of this service is approximately \$_____, and will be available each year of grant term as awarded. The ratio of leveraged funds to grant funds applied for is _____:_____.

Sincerely,

Name,
Title
Agency

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Match 1.8

MUST BE ON YOUR AGENCY LETTER HEAD

Date

Sarah Yelverton
Executive Director,
Homelessness & Housing Alliance FL-505
183 Eglin Parkway NE
Fort Walton Beach, FL 32548

Mrs. Yelverton,

This is to certify that from grant award date through June 30, 2020 (the name of your organization) will use private cash in the amount of \$ _____ as cash match to provide direct services to homeless individuals and/or families for homeless prevention and/or assistance.

Match can be in-kind support such as donated property, items, etc. please include here.

Service activities supported by these funds included: (describe what services were provided, i.e., food, shelter, exams, clothing, medications, outreach, housing, training, transportation, etc.).

Sincerely,

NAME
TITLE-CEO
Phone Number
Email Address

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COORDINATED ENTRY MOU 1.9

Memorandum of Understanding (MOU) between Homelessness & Housing Alliance and “Enter Agency Name Here”

I. BACKGROUND

Provisions in HUD’s Continuum of Care (CoC) Program and Emergency Solutions Grant (ESG) Program interim rules require that all CoCs establish a coordinated entry system. FL-505 Continuum of Care and lead agency Homelessness & Housing Alliance have also adopted the coordinated entry system requirement for their grantees.

Coordinated Entry Systems (CES) represent a CoC-wide process for facilitating access to **all homeless designated** resources, identifying and assessing the needs of persons experiencing a housing crisis, and referring clients to the most appropriate service strategy or housing intervention. The One Way Home Coordinated Entry System is a strategy that enables this CoC to more consistently and accurately document needs, enables analysis, and ensures limited resources are allocated to achieve the most effective results. The CES is designed to assess and assist in meeting the housing needs of people at-risk of homelessness and people experiencing homelessness no matter where or how they present. CES is a collaborative effort between homeless service organizations, domestic violence service providers and other mainstream services whose main function is to help people in need by referring clients to the most appropriate service strategy or housing intervention.

Homelessness & Housing Alliance is designated as the Lead Agency for the Coordinated Entry System by the Okaloosa Walton Homeless Continuum of Care Board and is charged with managing the daily activities associated with CES planning, implementation, operations, and evaluation. HHA will ensure the CES is established and operated to meet the following requirements:

- Covers the entire geographic location
- Easily accessed by individuals and families
- Well-advertised
- Includes and standardized and comprehensive assessment of households for housing and services
- Includes specific policies to guide the operation of the CES to address the needs of households who are fleeing domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service organizations

Service Provider of CES will agree to work collaboratively with HHA to assist in accomplishing the aforementioned requirements by CES.

II. GUIDING PRINCIPLES OF ONE WAY HOME

This MOU ensures that the local CoC provider in the FL-505 Continuum of Care catchment area also agrees to adopt these guiding principles:

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1. **Consumer Choice:** Consumers will be given information about the programs available to them and have some degree of choice about which programs they want to participate in. They will also be engaged as key and valued partners in the implementation and evaluation of coordinated entry through forums, surveys, and other methods designed to obtain their thoughts on the effectiveness of the coordinated entry process.
2. **Collaboration:** Because coordinated entry is being implemented system wide, it requires a great deal of collaboration between the CoC, providers, mainstream assistance agencies (e.g., Department of Human Services, hospitals, and jails), funders, and other key partners. This spirit of collaboration will be fostered through open communication, transparent work by a strong governing council (the Coordinated Entry Committee), consistently scheduled meetings between partners, and consistent reporting on the performance of the coordinated entry process and request for assistance through the local community Housing Coalitions and Local Housing Options Teams (LHOTS).
3. **Accurate Data:** Data collection on people experiencing homelessness is a key component of the coordinated entry process. Data from the assessment process that reveals what resources consumers need the most will be used to assist with reallocation of funds and other funding decisions. To capture this data accurately, all assessment staff and providers must enter data into the Coordinated Entry System (with the exception of some special populations and other cases, outlined later in this document) in a timely fashion. Consumers' rights around data will always be made explicit to them, and no consumer will be denied services for refusing to share their data.
4. **Use a strengths-based approach**, including embracing harm reduction practices and adjusting intake policies, procedures, and requirements wherever necessary to ensure that highly vulnerable, high-barrier individuals and families have a meaningful opportunity to access programs.
5. **Eliminate barriers to housing placement** – Identify system practices and individual project eligibility criteria which may contribute to excluding participants from services and work to eliminate those barriers. Barriers could include conditions such as income or sobriety as eligibility requirements for enrollment.
6. **Transparency** – Make thoughtful decisions and communicate directives openly and clearly.
7. **Performance-Driven Decision Making:** Decisions about and modifications to the coordinated entry process will be driven primarily by the need to improve the performance of the homelessness assistance system on key outcomes. These outcomes include reducing new entries into homelessness, reducing lengths of episodes of homelessness, and reducing repeat entries into homelessness. Changes may also be driven by a desire to improve process-oriented outcomes, including reducing the amount of waiting time for an assessment and availability to particular housing options.
8. **Housing First:** Coordinated entry will support a housing first approach, and will thus work to connect households with the appropriate permanent housing opportunity, as well as any necessary supportive services, as quickly and effectively as possible.
9. **Prioritizing the Hardest to House:** Coordinated entry referrals will prioritize those households that appear to be the hardest to house or serve for program beds and services. This approach will ensure an appropriate match between the most intensive services and the people least likely to succeed with a less intensive intervention, while giving people with fewer housing barriers more time to work out a housing solution on their own. It is hoped that this approach is

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most likely to reduce the average length of episodes of homelessness and result in better housing outcomes for all.

10. **Diversity** – Acknowledge and respect cultural, regional, programmatic, linguistic, and philosophical differences. State and local communities will **use CES data to analyze local housing needs** and create a diversity of housing options.

III. PURPOSE

In order to ensure the consistent implementation of the CES Guiding Principles and Strategic Plan, this CoC has developed several documents, including this MOU, to establish standard provider agreements for the implementation of One Way Home. Additionally, this MOU ensures that all providers in this CoC are using the coordinated entry system in an open, transparent, and consistent way.

IV. RESPONSIBILITIES OF THE COC

Homelessness & Housing Alliance will:

Planning

- 1) Coordinate with local sub-recipients in this CoC on coordinated entry, performance measurement, written standards, and other related topics;
- 2) Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness;
- 3) Develop written standards for this CoC, as required by the CoC Program interim rule, which include descriptions of local program components that are in alignment with the definitions provided in the Strategic Plan;
- 4) Develop and implement written policies and procedures on how One Way Home will be operated;
- 5) Provide at least annual training to all staff dedicated to the local CES;
- 6) Provide guidance and feedback to CES staff/ access points;
- 7) Oversee the client grievance and any local case conferencing process as necessary;
- 8) Execute a partnership agreement with any CES participating agencies.

Access

- 9) Identify local access points for its CES that cover the CoC's geography and can be accessed by all households in need of assistance;
- 10) Develop an affirmative marketing plan that communicates how local stakeholders can access their local CES;
- 11) Provide marketing materials to local providers to ensure consistent communication about the CES;

Assessment

- 12) Incorporate **the CoC agreed tool (i.e. Vulnerability Index-Service Prioritization Decision Assistance Tool (VI-SPDAT))** as a component of the Comprehensive Assessment phase of this CES;

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- 13) Ensure that the locally defined assessment process includes an assessment tool that is publicly available, well-crafted, comprehensive, and results in an explicit score or referral result for all households that complete it;

Referral

- 14) In concert with **the CoC agreed (i.e.VI-SPDAT)** referral scores, publish local standards for prioritization and referral, and ensure that all participating providers are following these expectations;
- 15) Ensure that providers are providing consumers with the opportunity to enroll in CoC component types that are less intensive, but not more intensive, than the CES referral choice offered;

Data and Evaluation

- 16) Work with the Homeless Management Information System (HMIS) staff to maintain the CoC's implementation of HMIS, including the CES Workflow;
- 17) Maintain HMIS for Coordinated Entry Access;
- 18) Provide regular performance reports to agencies participating in CES.
- 19) Evaluate at least annually the CoC's CES performance and progress of the CES. Implement quality improvement adjustments to the CES as necessary.

RESPONSIBILITIES OF PARTICIPATING PROVIDERS

For Agencies Providing Staffing:

This includes Access Points, Outreach Teams, and other organizations providing staff for Coordinated Entry.

- Provide a designated number of staff, which may change over time based on client's needs and agency capacity, for the coordinated entry system.
 - HHA will fund at least one supervisor who will supervise all Coordinated Entry staff, regardless of the agency that employs them.
- Allow assessment staff members to be evaluated on a regular basis by the CoC and any outside evaluators they might bring in
- Ensure CES staff receive training on the assessment, referral, and data entry processes associated with coordinated assessment, as well as any other trainings deemed necessary
- Make referrals based on the agreed-upon system-wide prioritization criteria, bed availability, and the assessment tools
- Travel to other designated access points to conduct assessments if the coordinated entry supervisor determines that demand is not being adequately met
- Work with the coordinated entry supervisor to find replacement staff if the designated staff members are temporarily unavailable or leave their position with the organization

Allow the assessment staff to participate in meetings and trainings (at least quarterly) of the employer agency to enhance skills, maintain up to date knowledge of policies and procedures, and sustain interpersonal relationships with co-workers.

Coordinated Entry Staff Member Duties:

- Administer assessments to consumers attempting to access the coordinated entry system
- Report any capacity issues to the coordinated entry staff supervisor

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- Record assessment tool results on paper and in the HMIS system
- Be knowledgeable of data confidentiality and consumer confidentiality rights and be able to explain these rights to each consumer
- Obtain a signed data confidentiality agreement from each consumer whose information is entered into the HMIS system
- Refer consumers ineligible for homeless assistance services to other, more appropriate community resources

Coordinated Assessment Staff Supervisor Duties:

In addition to the responsibilities listed above:

- Ensure fluctuations in consumer demand are met with reallocation of staff resources in a timely manner
- Ensure coordinated assessment staff are following all policies and procedures and help them address any obstacles to doing their jobs
- Manage the Supportive Housing Registry and bed availability lists for various interventions as requested
- Refer consumers eligible for housing interventions to the most appropriate housing intervention based off of local CES procedures

For agencies providing Access Points:

- Provide a walk-through of the facilities to evaluators of the coordinated entry system and CoC Committee members
- Provide access to a convenient functioning printer and copier, basic office supplies, and office furniture in good condition
- Accept referrals to their own organization that come to them as a result of the coordinated entry system (except when assessment hours are over for the day)

For all agencies participating in coordinated entry:

- Treat all consumers with respect and kindness
- Collaborate to address process issues for the purpose of evaluating service efficiency and effectiveness
- Provide all program eligibility criteria to the Coordinated Entry Supervisor
- Participate in the Homeless management Information System (HMIS) and enter coordinated assessment information into the HMIS unless they are legally prohibited from doing so
- Abide by the policies and procedures of the coordinated assessment process
- Meet with the Coordinated Assessment Committee when requested to discuss concerns and issues around the coordinated assessment process
- Abide by the policies and procedures of the coordinated assessment process
- Discourage staff from administering system wide assessments or any program assessments that duplicate questions asked during the coordinated assessment process
- Meet with the Coordinated Assessment Committee when requested to discuss concerns and issues around the coordinated assessment process

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(INSERT LOCAL PROVIDER NAME) will:

Planning

- 1) Participate in the CoC's Coordinated Entry planning and management activities as established by CoC leadership;
- 2) Publish written standards for client eligibility and enrollment determination;
- 3) Notify CoC CES/HMIS management of any staff changes within three (3) business days of the change;
- 4) Participate in scheduled Continuum of Care Best Practices CES/HMIS trainings;
- 5) Provide regular supervision of staff participating in CES;
- 6) Reference 24 CFR 576.400 for complete list of requirements

Access

- 7) Ensure that persons experiencing a housing crisis must access CoC services and housing using CoC defined access points;
- 8) Support a Housing First approach and philosophy;
- 9) Support the transition from *first come – first served* to a needs-based service access approach and philosophy
- 10) Communicate project vacancies (bed and/or unit) to the CES administrative entity established by CoC leadership;

Assessment

- 11) Use the locally defined assessment tool for coordinated entry;
- 12) Only use the locally defined assessment tool for coordinated entry when assessing for client eligibility and referrals;

Referral

- 13) Only enroll those clients referred according to the CoC's designated referral strategy;
- 14) While Access Point staff can share eligibility requirements and sometimes assist with gathering needed documentation, referrals do not reflect eligibility. Provider is responsible for obtaining all documentation necessary to verify eligibility for specific program. (in other words, we make referrals and matches based on the best information we have at the time of outreach and assessments but we do not determine eligibility);
- 15) The CES Coordinator uses the limited information available to make a preliminary determination of eligibility for housing programs; however, by making a referral, the Coordinator is in no way confirming the eligibility of the individual or family for the homeless housing program. Individuals and families who are referred to housing programs are considered "likely eligible;" it is the Housing Providers' responsibility to determine and document eligibility for the homeless housing program
- 16) Provide consumers with the opportunity to enroll in CoC component types that are less intensive, but not more intensive, than the CES referral choice offered;

Data and Evaluation

- 17) Enter all data on clients in HMIS, as required by HMIS data timeliness, completeness, and quality standards;
- 18) Review any reports from the CoC on the performance of the agency in CES; and
- 19) Ensure that the agency is meeting local performance standards for CES

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V. CONFIDENTIALITY

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

VI. EQUAL OPPORTUNITY

Homelessness & Housing Alliance and AGENCY mutually agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

VII. TERMS OF AGREEMENT

This MOU shall be effective upon adoption by each signatory agency and entity. Annually, this MOU will be reviewed and updated to incorporate changes and clarification of roles and responsibilities. Any part must provide written notice of change ninety (90) days before the annual termination date or it will be automatically renewed. Otherwise, this Agreement may be terminated in accordance with the section on Termination below.

Termination. Any party may terminate this MOU for any reason or no reason by giving the other parties ninety (90) days prior written notice. The party wishing to terminate this agreement for cause must provide a written intent to terminate notice to the party in breach or default. The notice will provide thirty (30) days for the party in breach or default to respond to said notice with an acceptable plan to cure cause for termination.

Severability. If any provision of this Agreement is judged invalid by any court, the remaining provisions shall remain in full force and effect and be interpreted, performed and enforced as if the invalid provisions were not part of this Agreement."

INSERT PROVIDER NAME
FL505

Homelessness & Housing Alliance

Signed: _____

Signed: _____

Print Name: _____

Print Name: Sarah Yelverton

Title: _____

Title: Executive Director

Date: _____

Date: _____

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HOUSING FIRST ASSESSMENT 1.10

Housing First is a proven approach, applicable across all elements of systems for ending homelessness, in which people experiencing homelessness are connected to permanent housing swiftly and with few to no treatment preconditions, behavioral contingencies, or other barriers. For the homeless assistance system to work efficiently and effectively, programs must embrace a Housing First approach. ‘

Housing First should be adopted across the community’s entire crisis-response system, including outreach, emergency shelter, rapid-rehousing, and supportive housing. For the 2019 Grant Solicitation Homelessness & Housing Alliance is assessing each project’s Policies and Procedures for low-barrier, housing first, client-centered processes.

INSTRUCTIONS: If a project’s policies *do not* adhere to the processes listed in this assessment please provide a written response to the items included in this assessment that demonstrates how the project will adhere to these items, if they will be added to written policies and procedures, and how they will be implemented. If the processes *are* listed in this assessment please list the page number of the submitted policies and procedures page where they can be found along with a response.

Each section is worth 10 points. All projects should comply with housing first standards.

Admission to projects is not contingent on pre-requisites such as abstinence of substances, minimum income requirements, health or mental health history, medication adherence, age, criminal justice history, financial history, completion of treatment, participation in services, “housing readiness,” history or occurrence of victimization, survivor of sexual assault or an affiliated person of such a survivor or other unnecessary conditions unless required by law or funding source.
Equal access is provided in accordance with the 2012 and 2016 Equal Access Rules, meaning that any project funded by HUD must ensure equal access for persons regardless of one’s sexual orientation or marital status, and in accordance with one’s gender identity. Adult only households, regardless of marital status, should have equal access to projects. Please see Equal Access Rules here: https://www.hudexchange.info/resource/1991/equal-access-to-housing-final-rule/
Projects have expedited admission processes, to the greatest extent possible, including helping participants obtain documentation required by funding sources, as well as processes to admit participants regardless of the status of their eligibility documentation whenever applicable.
Participants and staff understand that the primary goals of temporary housing are to provide temporary accommodations that are safe, respectful, and responsive to individual needs, address the services needs of participants, and re-house participants in permanent housing as quickly as possible, regardless of other personal issues or concerns, and as desired by the participant. Assessment and planning for permanent

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housing placement begins as soon as the individual or family expresses a desire to transition to permanent housing.
Participants are able to choose from an array of services. Services offered are housing focused and include the following areas of support: employment and income, childhood and education, community connection, and stabilization to maintain housing. These should be provided by linking to community-based services.
On an ongoing basis, providers assess a participant's needs for continued assistance and provide tailored assistance based on those assessments.
Staff provide effective services by developing relationships with participants that provide immediate needs and safety, develop trust and common ground, making warm hand-offs to other mainstream service providers, and clearly explain staff roles. Engagement is regular and relationships are developed over time.
Project staff are sensitive to and support the cultural aspects of diverse households. Wherever possible, staff demographics reflect the participant population they serve in order to provide appropriate, culturally-specific services. Translation services are provided when needed to ensure full comprehension of the project. Projects that serve families with children should have family-friendly rules that allow for different schedules based on work and school hours and have services that allow parents to participate in activities without having to constantly supervise their children themselves (i.e. can use the bathroom or take a shower without their children being in the bathroom with them).
Participation in permanent and temporary housing settings, as well as crisis settings such as emergency shelter, is not contingent on participating in supportive services or demonstration of progress made on a service plan. Services must be offered by staff, but are voluntary for participants.
Participants and staff understand that a primary goal of rapid re-housing is to end homelessness and move participants to permanent housing as quickly as possible, regardless of perceived barriers.

I certify that the above answers are accurate and that I am duly designated to sign on behalf of the applicant agency:

Signature: _____ Title: _____ Date: _____

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WRITTEN STANDARDS AGREEMENT

Memorandum of Understanding (MOU) between Homelessness & Housing Alliance and “Enter Agency Name Here”

Background

Under the HEARTH Act of 2009 the Continuum of Care (CoC) is responsible for coordinating and implementing a system to meet the needs of the population and subpopulations experiencing homelessness within the geographic coverage area of Okaloosa and Walton Counties in Florida. Both the Emergency Solution Grant Rules and Regulations (ESG) and the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Continuum of Care Program Interim Rules state that the Continuum of Care (CoC), in consultation with recipients of Emergency Solutions Grants program funds within the geographic area, (1) establish and consistently follow written standards for providing Continuum of Care assistance, (2) establish performance targets appropriate for population and program type, and (3) monitor recipient and sub-recipient performance. All programs that receive ESG or CoC funding are required to abide by these written standards. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards.

The written standards have been established to ensure that persons experiencing homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing. The majority of these standards are based on the ESG and/or the HEARTH Interim Rules. Continuums of Care (CoC) are tasked with responsibilities related to membership, governance, collaboration, data collection and allocation of funding. One of these responsibilities is to coordinate the implementation of a housing and service system that meets the needs of persons experiencing homelessness throughout the community. The system should be implemented as a crisis response system and include 1) outreach, engagement and assessment, 2) shelter, housing and supportive services and 3) homelessness prevention strategies.

The written standards have been developed in conjunction with ESG recipients, the CoC Collaborative Applicant and with service providers to allow for input on standards, performance measures and the process for full implementation of the standards throughout the CoC from the perspective of those organizations that are directly providing homeless housing and services.

The CoC and ESG Program interim rules require recipients and CoCs to consult to develop written standards for administering assistance. This is necessary to:

- Establish community-wide expectations on the operations of projects within the community
- Ensure the system that is transparent to users and operators
- Establish a minimum set of standards and expectations in terms of the quality expected of projects

All programs that receive ESG or CoC funding are required to abide by these written standards. The CoC strongly encourages programs that do not receive either of these sources of funds to accept and utilize these written standards. The written standards were established to ensure that persons experiencing

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homelessness who enter programs throughout the CoC will be given similar information and support to access and maintain permanent housing.

The standards are based on the ESG and/or the HEARTH Act. Additional standards are established by the CoC to assist programs in meeting and exceeding performance outcomes that will help the CoC reach the goal of ending homelessness.

The CoC Written Standards were approved by the CoC membership, CoC & ESG funding recipients, and providers. The Written Standards will be reviewed and revised as needed at a minimum of once per year. Revisions that would affect the Coordinated Entry process would be made as soon as possible. Agreement to abide by the Written Standards will be a condition of funding through the CoC.

Okaloosa Walton Homeless Continuum of Care (OWHCoC) designated as FL-505, by the U.S. Department of Housing and Urban Development is a membership body of homeless service providers, local government, civic leaders, business owners, and advocates. In order to carry out administrative and fiscal responsibilities assigned to the CoC in the F.S. 420.622, HEARTH Act, and 24 CFR Part 578.1 OWHCoC designated a Lead Agency. Homelessness & Housing Alliance (HHA) is the Lead Agency for the Okaloosa Walton Homeless Continuum of Care

Purpose

This memorandum of Understanding (MOU) is entered into by HHA and _____. The purpose of this MOU is to set forth expectations and responsibilities of HHA and _____ to ensure consistent delivery of services that adhere to the FL-505 Written Standards.

HHA funded programs are:

Emergency Solutions Grant-ESG
Continuum of Care Program Funds-CoC
Temporary Assistance for Needy Families-TANF
Florida Challenge Grant- Challenge

The program, record keeping, and occupancy standards as represented in the Written Standards apply for the aforementioned programs.

General Provisions

HHA will:

1. Serve as the Lead Agency in the Continuum of Care (CoC) responsible for the coordination and oversight of the CoC planning efforts, and has the authority to submit the CoC homeless assistance funding application.
2. Provide a Coordinated Entry System that targets and prioritizes households according to the FL-505 Written Standards.
3. Provide training and technical assistance on Housing First, Targeting & Prioritization, Performance Measures, HUD System Performance Measures, HEARTH Act, and any other items needed by partner agencies.

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4. Develop in collaboration with the CoC a plan to end homelessness that follows the strategies to end homelessness in the Federal Strategic Plan *Home Together*.
5. Maintain and follow Policy and Procedure for the Coordinated Entry System as outlined in the Written Standards and the Coordinated Entry System Policy and Procedure Manual.
6. Maintain Homeless Management Information System (HMIS) web links, training and support so that client and program data may be entered into the HMIS system in compliance with federal law, and to fulfill monitoring obligations imposed by HUD on HHA;
7. Maintain the Homeless Information Management System (HMIS) as a data collection and coordinated entry tool to capture client-level, system-wide information over time on the characteristics and services needs of the persons experiencing homelessness to be served within the funded programs. The Coordinated Entry System Workflow will be maintained in HMIS.
8. As Lead Agency for the CoC, take the lead in working collaboratively with the CoC and Standing Committees in reporting on performance measures;
9. Arrange clear channels of communication with all sub recipient agencies, to include performance on grant goals, client issues and concerns, and HMIS issues and concerns.
10. Monitor provider agencies' programmatic and financial management to ensure compliance with HUD and CoC regulations, standards, and guidelines at least once per year. HHA will provide quality assurance and oversight of the program and report back findings and accomplishments to the CoC and Standing Committees.
11. Review and revise Written Standards annually, in collaboration with service providers.
12. Publish Written Standards publicly on the website for the Lead Agency and announce any changes to the document.
13. Ensure the Written Standards include the Standards found in 24 CFR 576.400(e)
14. Ensure any changes to the Written Standards document are approved by the CoC prior to publication.

For its part, _____:

1. Provide supportive housing and services according to the HEARTH Act, and other regulations that are applied for and awarded to this provider.
2. Submit program data and participate in the Homeless Management Information System (HMIS) or have an equivalent system and submit de-identified data to HMIS if a domestic violence provider.
3. Follow FL-505 Written Standards
4. Participate in One Way Home, coordinated entry system, and accept referrals that prioritize the most vulnerable from the Supportive Housing Registry maintained by HHA.
5. Participate in all CoC activities and attend 75% or more CoC meetings.
6. Participate in FL-505 Written Standards Committee, Housing Committee, and Planning Committee.
7. Attend trainings, conferences, webinars, or other technical assistance HUD or the CoC provides regarding CoC Program funds and the administration of those funds as needed.
8. Agencies that are awarded Program funds are to be monitored and evaluated at a minimum of annually by the Continuum of Care. The data results and outcomes of the monitoring and evaluation will be shared with the Grant Committee and other members of the CoC. The Grant

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Committee will utilize the evaluations, data, and outcomes, in the decision-making process for future applications. Agencies are required to allow at least one annual site-visit by HHA or CoC designated monitor.

9. Promote geographic diversity of programs throughout our CoC
10. Only spend CoC Program funds on approved costs.
11. Accept clients from both Okaloosa and Walton Counties and provide the same level of assistance to participants from both counties and all areas within those counties.
12. Utilize Housing First practices for funded programs. Housing First programs have low barriers to entry, accept participants based on vulnerability index, and offer voluntary supportive services. Housing First also requires that assistance will not be terminated unless it is the only feasible option.
13. Maintain written policies and procedures that follow CoC Written Standards. These policies must include and follow that intake staff is required to document eligibility at intake and specify the evidence that established and verified homeless status. Documentation of homeless status and eligibility must be maintained in each client's file.
14. Participate in Written Standards meetings to review and revise Written Standards annually.
15. Notify CoC Lead Agency of any recommended changes or revisions to the Written Standards.
16. Utilize the publicly published Written Standards to provide assistance and services in a consistent and uniformed manner.
17. Ensure the Written Standards include the Standards found in 24 CFR 576.400(e)

INSERT PROVIDER NAME

Homelessness & Housing Alliance FL505

Signed: _____

Signed: _____

Print Name: _____

Print Name: Sarah Yelverton

Title: _____

Title: Executive Director

Date: _____

Date: _____