

Commission on Homelessness for Volusia & Flagler Counties

**Contract Application – Temporary Assistance for Needy Families
Volusia Flagler County Coalition for the Homeless**

BACKGROUND

The Volusia Flagler County Coalition for the Homeless receives funds from the U.S. Department of Housing and Urban Development via the Department of Children and Families (DCF) to implement activities eligible under the Homeless Prevention-Temporary Assistance for Needy Families (TANF) Grant program. The Homelessness Prevention Grant may be used to pay the following costs to assist eligible families avoid homelessness:

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.

In accordance with the **2016 Temporary Assistance for Needy Families (TANF) 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-three, 7/1/18 to 6/30/19 of the current 3-year contract.

The full DCF TANF Grant Solicitation can be found here:

http://www.myflorida.com/apps/vbs/vbs_www.ad_r2.view_ad?advertisement_key_num=126343
or <http://vbs.dms.state.fl.us/vbs/main-menu> or www.state.fl.us/homelessness or under Notices and Announcements at www.vfcontinuum.org.

2018 TANF GRANT DETAILS	
Solicitation Documents	The 2018 TANF Grant Timeline and Schedule, listing important dates and information relative to this grant competition are available under "Notices and Announcements" at www.vfcontinuum.org
Application Deadline	The deadline for submitting a local application is March 23, 2018 by 12:00 PM (Noon) .
Application Method	All applications must be submitted online through CommunityForce at https://uwvfc.communityforce.com/Login
Eligibility	Only organizations that successfully completed the 2018 Letter of Intent Process will be invited to submit a Full Application.
Available Funds	\$49,470
Funding Period	One (1) year beginning July 1, 2018 and ending June 30, 2019. All deliverables must be completed, and all funds must be expended no later than 6/30/19.
Match and Leverage	All TANF proposals must document a 100%, dollar-for-dollar, cash or in-kind leverage set forth in 24 C.F.R. § 576 and the State of Florida.

Commission on Homelessness for Volusia & Flagler Counties
Contract Application – Temporary Assistance for Needy Families

2018 TANF GRANT DETAILS	
Eligible Activities and Expenditures	<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. 4. Administrative costs for the eligible grant applicant, up to a maximum of three percent (3%) of the total grant award.
Ineligible Costs	<ol style="list-style-type: none"> 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

Proposal Requirements

I. Agency/Organization

A.1. Describe the agency's experience in administering public funds. **NARRATIVE, 500 words**

A.2. Describe your agency's qualifications and experience providing the proposed services, including the number of years your agency has provided same/similar services. **NARRATIVE, 250 words**

II. Agency Competencies and Experience

B.1. Describe the qualifications and experience of all personnel who will work on the proposed program. **NARRATIVE, 250 words**

B.1.a. UPLOAD ATTACHMENTS: Job Descriptions and Resumes for all positions working on the proposed project.

B.2. Describe your agency's past performance providing same/similar services including formal documentation of success (accreditation, awards and recognition) and a summary of all monitoring by program funders for the last three years. Describe any corrective action you have had to take based on a monitoring report. If you have had negative monitoring findings, describe any loss or suspension of funding. **NARRATIVE, 500 words**

B.2.a. UPLOAD ATTACHMENTS: All monitoring reports for same/similar program for the last 3 years including related corrective action plans and documentation of the resolution of all issues noted.

Commission on Homelessness for Volusia & Flagler Counties
Contract Application – Temporary Assistance for Needy Families

B.3. Describe the stability of your organization regarding the history and frequency of staff turnover in all staff positions for the last five years. **NARRATIVE, 250 words**

B.3.a. UPLOAD ATTACHMENTS: Documentation of staff positions, turnover and number of years of services for each position.

III. Service Delivery Plan (SDP)

C.1. Provide a detailed narrative that describes the proposed activities and services to be provided and how these services shall meet the needs of homeless families with children, homeless individuals and homeless veterans. **NARRATIVE, 500 words**

C.2. Describe the method by which the applicant will take applications for assistance from eligible families. **NARRATIVE, 250 words**

C.3. Describe how the applicant will keep these families informed on the status of their request for assistance. **NARRATIVE, 250 words**

C.4. Describe the eligible grant funded services to be provided, and the specific housing costs to be covered by the direct financial assistance. **NARRATIVE, 250 words**

C.5. Describe how the grantee will provide case management reviews to document family eligibility and housing stability plan. **NARRATIVE, 250 words**

C.6. Describe any preferences, or priorities used to select eligible families to be assisted, and how those references or priorities shall be determined/documented. **NARRATIVE, 250 words**

C.7. Provide the number of families to be assisted. Describe how often a family can apply and receive assistance and the limit on the number of times a family will be assisted. **NARRATIVE, 250 words**

C.8. Describe the maximum level of direct financial assistance to be provided to an eligible household under the grant award, as well as the estimated average cost per family served. **NARRATIVE, 250 words**

C.9. Detail the content of each applicant's case file used to establish the family's eligibility for assistance. **NARRATIVE, 250 words**

C.10. In the case of the denial of assistance, describe the process by which the family can appeal the decision. **NARRATIVE, 250 words**

C.11. Describe how your organization will track the assisted household's housing status following assistance provided under the grant award. **NARRATIVE, 250 words**

C.12. Describe how the program will connect the family to other services and benefits they may need and be eligible to receive. **NARRATIVE, 250 words**

Commission on Homelessness for Volusia & Flagler Counties
Contract Application – Temporary Assistance for Needy Families

IV. 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.

D.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

D.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

V. HMIS

E.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.

E.1.a. UPLOAD ATTACHMENTS:

Provide the most recent CAPER/Client Served Report submission for TANF component executed along with copies of timely drawdown submission and year-end report submitted to DCF.

OR

If NOT a prior TANF grantee, provide documentation of ability to implement a program and collect outcome measurement data (i.e. documentation of timely financial drawdown, formative and summative evaluation reports, etc.)

VI. Budget and Budget Narrative

F.1. Provide a detailed proposed budget narrative that clearly describes salaries, operating costs and direct service budgets. **NARRATIVE, 250 words**

F.2. If subcontracting any funds, note the anticipated subcontractors and describe the specific terms of each subcontract. **NARRATIVE, 250 words**

F.3. Describe the amount and sources of required leverage funding. **NARRATIVE, 250 words**

F.4. UPLOAD ATTACHMENTS: Provide a detailed budget on the provided DCF Budget Form

Application responses must be submitted by 12:00 p.m. (Noon) March 23, 2018 via the CommunityForce website: uwvfc.communityforce.org

Commission on Homelessness for Volusia & Flagler Counties
Contract Application – Temporary Assistance for Needy Families

Appendices (for reference only)

1. Overview:

In 2013, the Florida Legislature created the Homelessness Prevention Grant program to provide emergency financial assistance to families facing the loss of their current housing due to a financial or other crisis. The Department of Children and Families (Department), Office on Homelessness (Office) is authorized to provide homelessness prevention grants annually to the lead agencies designated for the local homeless assistance Continuums of Care (CoC) in the state. The intent of the program is to assist families by preventing them from becoming homeless, and to enable them to remain stably housed following the assistance provided.

2. CoC Lead agency / subrecipients according to local competition

Each recipient of grant funding from the Homelessness Prevention Grant must complete the following tasks:

- a) Develop a written case plan
 - conduct mandatory case management for each family applying for financial assistance.
 - The family's case plan shall set forth all of the costs that will be covered by the grant, as well as the total dollar amount of assistance to be provided to the family.
 - The case plan shall spell out the family's goal for housing stability, the anticipated date the case plan will be completed,
 - the recipient's schedule for monitoring the family's housing stability following the cessation of grant assistance,
 - whether the family was able to avoid becoming homeless, and whether the family remained in permanent housing.
- b) Develop, maintain, and retain a case file on each family applying for assistance.
 - The case file shall contain all information necessary to determine
 - the eligibility of the family, along with the determination of eligibility.
 - include documentation of the household income.
 - the file shall include copies of all payments made, the case plan, follow up monitoring of the family, and the housing outcome achieved.

3. 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.
- d) Administrative costs for the eligible grant applicant, up to a maximum of three percent (3%) of the total grant award.

The amount and percent of the grant award budgeted to the eligible uses will be a local determination with no state minimum or maximum levels prescribed.

Commission on Homelessness for Volusia & Flagler Counties
Contract Application – Temporary Assistance for Needy Families

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES STATE PLAN RENEWAL October 1, 2014 -September 30, 2017 Economic Self-Sufficiency Program Office

Emergency Assistance Program (Homelessness Prevention Grant Program) (s. 414.161 F.S.) The goal of the Homelessness Prevention grant program is to help prevent homelessness among families facing eviction or foreclosure for nonpayment of rent or mortgage because of a financial or other crisis.

The family may use the grant funds for payment of past due rent, mortgage, and utility payments (for up to four months. Each household assisted by the grant must reside in Florida, have at least one household member who is a U.S. citizen or qualified noncitizen, include a parent or caretaker relative of a minor child under age eighteen (18), or under age nineteen (19), if attending a secondary school or its equivalent, and have household income less than two-hundred percent (200%) of the federal poverty level.

The DCF Office on Homelessness, with concurrence of the Council on Homelessness, will accept and approve the TANF funded “Homelessness Prevention Grant Program” annually from Continuum of Care (CoC) Lead Agencies. The CoCs will be responsible for administration of the grant-in-aid program and reporting to the DCF Office on Homelessness about the number of families served.

4. Eligibility

- To be eligible for assistance under this grant:
 - families must reside in Florida;
 - have at least one household member who is a United States citizen or a lawful permanent resident;
 - have a minor child living in the household full-time;
 - have a household income less than two-hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services. See chart below for 2016 poverty guidelines:

Persons in family/household	Poverty guideline
1	\$12,140
2	16,460
3	20,780
4	25,100
5	29,420
6	33,740
7	38,060
8	42,380
For families/households with more than 8 persons, add \$5,400 for each additional person.	

Commission on Homelessness for Volusia & Flagler Counties

Contract Application – Temporary Assistance for Needy Families

- A minor child means a child under the age of eighteen (18); or if age eighteen (18), but not yet nineteen (19), is attending high school, a General Education Development (GED) program, a trade school, or other career training program on a full-time basis. A minor child cannot be married or divorced.
- The adult who applies for the grant assistance must be either the parent, or the relative caregiver of the minor child residing in the household.
- The household income means both earned and unearned income received in the month in which the family applies for assistance. Earned income is income received from employment or self-employment, including wages, salary, tips, commissions and bonuses. Unearned income is income received for which there is no performance of work, or provision of services as an employee or self-employed person. The income of all members of the household shall be reported in determining eligibility of the family for assistance. The family's housing emergency shall be the result of a financial or other crisis, as documented by the lead agency, or its sub-recipient.

DCF Contractual Requirements:

VFCCH is subject to contractual requirements as set forth by DCF which are passed through the sub-recipients of all DCF grants to include but not limited to:

1. 100% cash match for ESG and Challenge Grants
100% leverage for TANF
2. Monthly Reimbursement Request required by the 5th of the month
3. Annual Monitoring
4. Records retention 6 years
5. HIPPA Compliant
6. Public Records Requirement
7. Financial penalties for non-compliance with deliverables/ Corrective action Plans
8. Termination
9. Civil Rights requirements
10. Department of economic and Workplace Florida requirements
11. Whistleblower requirements
12. Drug free Workplace
13. Emergency Support to Deaf and Hard of hearing.