



# 2021 CoC PROGRAM COMPETITION REQUEST FOR PROPOSALS

## Introduction

The Suncoast Partnership to End Homelessness is requesting proposals on behalf of the Suncoast Continuum of Care (CoC) (FL-500) in response to the Continuum of Care Program Competition through the Department of Housing and Urban Development (HUD) Notice of Funding Opportunity (NOFO). Programs/services are to be provided in two system areas: Permanent Supportive Housing and Domestic Violence RRH/TH\_RRH. Proposals must be from eligible organizations (see page 10-11) and selected proposals must fully operate within the Manatee/Sarasota CoC established homeless crisis response system and the Oneby1 Coordinated Entry System, use evidence-based approaches in service delivery, and meet performance standards that contribute to our community's goal of ensuring homelessness is rare, brief, and one time.

As each component of the homeless crisis response system relies on the other for success, strong collaboration within the community is essential. The CoC Leadership Council and the Suncoast Partnership encourage partnerships and collaborations that strengthen and contribute to our homeless response system in ways such as increasing access to services, strengthening culturally competent services, and improving housing outcomes. Applicant partnerships should be jointly designed and should focus on strengthening the capacity of the partners, leveraging other funding, public or private, and show commitment to collecting and using data. Applicants may find information about the system and each area in the Appendices and further definition of each area included in the Request for Proposal (RFP) in the project proposal section.

All proposals MUST be Housing First and Low Barrier and the agency adherence to these philosophies should be evident in Part A and Part B of the application. This approach allows for the person's immediate crisis of homelessness to be resolved in order to increase their stability. A customized supportive service package is then created to assist them in housing stability and prevent returns to homelessness. Housing First projects are fluid and flexible and ensure housing and service options are modified to meet the unique needs of each household requesting services, and that participants are offered the services that they identify as important to them.

As such, project proposals should have:

- Few to no programmatic prerequisites to permanent housing entry such as demonstration of sobriety, completion of treatment programs, requirements regarding household income or agreeing to comply with treatment.
- Low Barrier admission policies which are designed to "screen in" rather than screen-out participants with the greatest barriers to housing such as having no or very low income, poor rental history, or criminal histories.
- Supportive services are voluntary but should be attractive to the participant and used to persistently engage participants to ensure housing stability. Services are proactively offered to help achieve and maintain housing stability but are not a condition of tenancy. Harm reduction and motivational interviewing techniques are critical.

- Practices, policies, and strategies to prevent lease violations and evictions. Note: alcohol and drug use are not considered lease violations unless such use results in disturbances to neighbors or is associated with illegal activity.

Agencies may apply for funding in more than one system area, but each agency should submit only ONE (1) RFP proposal. Complete Part A (agency experience and capacity) once for your agency (maximum 4 pages) and then complete Parts B (program/project proposal) & C (budget, and budget narrative) for each of the program/projects you are seeking to have approved and funded (maximum 6 pages per project). Please be sure the system area you are requesting funding for is clearly identified at the top of the first page Part B.

For example, if an agency wants to offer both types of programs, they include Part A at four pages and then up to six pages for the permanent supportive housing and up to six pages for the domestic violence project, for a total of 16 pages maximum. There will be only one executive summary required and that executive summary, as well as your cover sheet, checklists, financial disclosures and other required addendums/attachments are considered additional pages and not part of the page limitations. The Suncoast Partnership, at the behest of the CoC Leadership Council and/or the Review & Ranking Committee reserves the right to cancel the RFP, reject any or all proposals, and waive minor informalities for proposers if deemed in the public interest to do so.

All proposals must include the agency's experience being in compliance with past contracts and/or directives, state any deficiencies identified in recent program audits including monitoring findings and corrective action plans as applicable, and what steps you have taken to complete recommendations.

Proposed projects should be scalable depending upon the funding available. You should be able to describe how your project would operate if less funds were available. Projects should be designed with the knowledge that federal programs require matching funds/in kind services in order to receive funding. Additionally, proposals should demonstrate how the agency is prepared to handle any gaps in funding to ensure participants needs are met and stability is maintained in the event that there is a delay in contracting, funding availability, or service requirement beyond the contract year. The CoC Leadership Council through its Review and Ranking Committee reserves the right to determine how funds will be distributed if one or more of the identified system components has less funds available. There is currently an estimated \$689,784 available through this RFP.

All of the listed eligible activities and requirements described in the project proposal section (page 4-8) and included in this RFP are subject to requirements set forth by the Federal Government and/or specified by 24 CFR 578 and any requirement set forth by the Department of Housing and Urban Development. Applicants may find specific Federal statues referenced in the Project Proposal section, included in the Attachments, and other relevant prevailing resources can be found on Suncoast Partnership's website: [www.suncoastpartnership.org](http://www.suncoastpartnership.org).

# Timeline

Funding Opportunity (RFP) Released	Wednesday, September 15, 2021
Information Sessions – Virtual	Monday, September 20, 2021, – Registration required
RFP Application Deadline	Tuesday, October 5, 2021
Evaluation and Scoring Period	Wednesday, October 6, 2021 – Friday October 15, 2021
Rank and Review Committee Meeting to Score and Approve Projects	Friday, October 15, 2021
Notification of Approved Projects	Friday, October 15, 2021
Deadline for Appeal	Tuesday, October 19, 2021
Review and Rank Committee Meeting – Ranking Projects	Friday, October 22, 2021
Approved Projects Completed in EsnapS for Review	Monday, November 1, 2021
Final approved application review for submission period	Monday, November 1, 2021 – Monday, November 8, 2021
CoC Collaborative Application due to HUD	Wednesday, November 10, 2021

Complete proposals must be received by 5:00 pm, Tuesday, October 5, 2021. Submissions can be made electronically to Taylor Neighbors, Grants and Contract Manager, [taylor@suncoastpartnership.org](mailto:taylor@suncoastpartnership.org).

Due to the competitive nature of this RFP, questions about the RFP should be submitted in writing prior to the information session to be answered at the information session. During the information sessions, questions will be permitted from the attendees regarding the RFP, and all questions will be recorded in writing. Questions and answers will be provided to all of those in attendance at the information sessions and also placed on the Suncoast Partnership website, ([www.suncoastpartnership.org](http://www.suncoastpartnership.org)). Submit questions to both Taylor Neighbors, [taylor@suncoastpartnership.org](mailto:taylor@suncoastpartnership.org) AND Lauren Davis, [lauren@suncoastpartnership.org](mailto:lauren@suncoastpartnership.org). Registration is required in advance for the RFP information sessions; instructions are available on the Suncoast Partnership website and in the RFP release email. If there are any questions or issues with registration, please contact Lauren Davis, [lauren@suncoastpartnership.org](mailto:lauren@suncoastpartnership.org).

There will be no opportunities for questions or dialogue once the information sessions are complete, with two exceptions: (1) an instance in which a question posed at the information session requires further time for response, or (2) if a technical question that is not about the substance or clarification of the RFP is submitted in writing. In such a case, a response will be provided electronically to all of those in attendance at the information session and posted on the Suncoast Partnership website.

The evaluation and scoring session will be open to the applicants if they wish to observe. There will be no opportunity for the applicant to address the committee at this session unless a member of the evaluation and scoring committee calls on the applicant. All applicants will be notified in advance of the session with the date, time, and location.

# Proposal Outline

## A. Agency Experience and Capacity

This component should include information such as qualifications and accomplishments of CEO and other key staff, any goals or strategic plan initiatives that the organization is actively working on, description of fundraising plan including overall agency goals, and how the Board is engaged and adds value to the agency. If you have experience administering federal or state grants, please describe such experience in this portion of the proposal. This section must include a description of how the organization maintains services for clients in a program/project if a gap in funding flow occurs between contracting periods. There is a maximum of four (4) pages allowed for this section.

## B. Program Proposal

This component must include information specific to the project proposal for which an agency is seeking funding. There is a maximum page allocation of six (6) pages for each project including the budget and budget narrative. Your project proposal should be written as a narrative that includes, but may not be limited to, responses regarding each point outlined in the relevant system area as well as requested items throughout the RFP, such as demonstrating adherence to a Housing First philosophy. The narrative should not be in a question/answer format but rather should flow, painting a clear picture to reviewers how your agency and project serves our community members at risk of or experiencing homelessness in a best practice manner, as part of a larger community system of care, to assist our CoC in meeting its goals.

Each program proposal should also include key personnel information including their experience, percentage of time that will be dedicated to the project, and how staffing will successfully meet the goals of the program. A description of quality assurance plans and how staff performance is evaluated to ensure programs are implemented as intended and in a best practice model should also be included.

All requirements and amounts available are specific to each system area and are described below:

### System Area One: Permanent Supportive Housing: \$172,446 in CoC Bonus Funding

Permanent Supportive Housing (PSH) is permanent housing with indefinite leasing or rental assistance paired with supportive services to assist homeless persons with a disability achieve housing stability.

Projects proposed for this category must include a long-term residence that is available and affordable (by HUD standards) for the client and should include, among other allowable activities, one or more of the following: coordination with employment programs, connection to mainstream benefits, and supportive services. The HUD standard of affordability is 30% or less of household income for housing costs, which includes rent and basic utilities.

Projects can be scattered-site or single-site models.

Services will be provided within the established homeless crisis response system and Oneby1 Coordinated Entry System that is designed to move program participants quickly out of homelessness into permanent supportive housing through the provision of housing supports and customized service packages with the ultimate goal of housing stability.

The CoC Leadership Council and the Suncoast Partnership encourage partnerships and collaborations that strengthen and contribute to our homeless response system in ways such as increasing access to services (i.e. expanding hours, locations, etc.), strengthening culturally competent services,

connecting to employment and improving housing outcomes. Applicant partnerships should be jointly designed and should also focus on strengthening the capacity of the partners.

Partnerships should also show commitment to collecting and using data, leveraging of other funding, public or private, and demonstrate a strong commitment to a comprehensive and coordinated homeless response system.

All project proposals must clearly describe how they meet Housing First requirements and use evidence-based practices, including trauma-informed care when working with participants.

Please refer to the Substance Abuse and Mental Health (SAMSA) toolkit located on the resource page (Attachment 4) for program fidelity guidelines in PSH.

All projects must clearly address how they work to improve client's income through either earned or non-earned sources by describing strategies that are likely to increase employment income and/or non-employment income, including identifying collaborative partnerships.

PSH projects must serve one of the following:

- i. Persons who meet the definition of DedicatedPLUS (see Attachment IV) where all units by this project must be used to serve program participants who meet the qualifications for DedicatedPLUS;

-Or-

- ii. Persons experiencing chronic homelessness at the time they initially enrolled in the project.

In the proposal, be sure to include any elements outlined as required within this RFP and the following:

Describe any experience your organization has in implementing a permanent supportive housing program or incorporating similar strategies into existing programs.

Describe how your agency works within the Oneby1 Coordinated Entry System and include how this program would fit within your own agency operations and as part of the greater community system. This may include:

- Number of clients accepted from the Oneby1 for entry into a current program.
- Number of clients that were provided Access Point intake for Coordinated Entry at your organization/agency.
- Include the ways your service system has changed in order to be in better alignment with the Oneby1 Coordinated Entry system priorities.

If your agency does not currently work in the Oneby1 Coordinated Entry System, please explain why and how you would implement this project within the system.

How will you incorporate client location strategies to engage people with whom you have received a referral for your housing project?

How will you assist people in locating appropriate permanent housing that meets their needs as identified by the client?

How does your program ensure it meets Federal requirements including rent standards and habitability?

Describe how you coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

Describe how the organization will use funds from other sources to leverage the activities proposed in this HUD project.

How does the program work closely with public and private healthcare organizations to address client healthcare needs?

Describe how this program partners with local Public Housing Authorities to utilize coordinated entry, develop housing units, and provide housing subsidies to persons experiencing homelessness.

Describe how this project will help address racial equity and racial disparities affecting individuals and families experiencing homelessness. Specifically address how the program will be able to target underserved populations based on program data.

Describe how those with lived experience are integrated in the creation of program policies and procedures.

Describe the support staff to client ratio proposed for your program and the rationale used for arriving at that ratio.

How is your agency staff trained in harm reduction and trauma informed practices? How are these implemented in your daily work?

How does your agency ensure that housing stability case plans and budgets are developed in a client-centered, strengths-based manner that includes goals the client has identified as important to them?

Describe your agencies policies and processes to ensure data is entered into CSIS accurately, in a timely fashion and that all required documents are uploaded.

Indicate your willingness to participate in the ongoing training in established best practices and review and evaluation of services, standards, and performance within our Sarasota/Manatee homeless response system and Oneby1 Coordinated Entry.

Explain how your organization has made changes or has included in this proposal efforts to better exemplify the use of “best practices” and use national standards to define performance success.

Describe your agency’s policies and processes to ensure data is entered into CSIS accurately, in a timely fashion and that all required documents are uploaded.

## System Area Two: Domestic Violence: Up to \$517,338 in DV Bonus Funding

Domestic Violence (DV) project proposals for either Rapid Re-housing (RRH) and/or Joint Transitional Housing (TH) and Rapid Rehousing (TH/RRH) must be targeted to serve people fleeing domestic violence, dating violence, sexual assault, or stalking as defined in 24 CF 578.3 and/or victims of human trafficking. DV project proposals are expected to enable our community to integrate domestic violence programs into our CoC’s planning more broadly than in the past. Submit a proposal for the following types of projects:

- Rapid Re-housing (RRH) project that demonstrate trauma-informed, victim- centered approach;
- Joint Transitional Housing and Rapid Re-housing (TH/RRH) component project that demonstrate trauma-informed, victim-centered approaches.

In the proposal, be sure to include any elements outlined as required within this RFP and the

following:

Describe any experience your organization has implementing RRH, TH/RRH projects.

How will you collaborate with other organizations regarding affordable housing for DV persons who are homeless in order to strengthen our community's response and assist the community in achieving its goal of ensuring homelessness is rare, brief, and one-time. This response may include how you will work to:

- Build a community list of available housing stock.
- Best assure that the community fills known vacancies with those who are homeless regardless of the agency for which the client is enrolled.
- Improve landlord relations and bring new landlords into the system for the benefit of all.

Describe how the organization will use funds from other sources to leverage the activities proposed in this HUD project.

How does the program work closely with public and private healthcare organizations to address client healthcare needs?

Describe how this program partners with local Public Housing Authorities to utilize coordinated entry, develop housing units, and provide housing subsidies to persons experiencing homelessness.

Describe how this project will help address racial equity and racial disparities affecting individuals and families experiencing homelessness. Specifically address how the program will be able to target underserved populations based on program data.

Describe how those with lived experience are integrated in the creation of program policies and procedures.

Describe the support staff to client ratio proposed for your program and the rationale used for arriving at that ratio.

How will you incorporate client location strategies to engage people with whom you have received a referral for your housing project?

How will you assist people in locating appropriate permanent housing that meets their needs as identified by the client?

How does your program ensure it meets Federal requirements including rent standards and habitability?

Describe how you coordinate and integrate with other mainstream health, social services, and employment programs and ensure that program participants are assisted to obtain benefits from the mainstream programs for which they may be eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

How is your agency staff trained in harm reduction and trauma informed practices? How are these implemented in your daily work?

How does your agency ensure that housing stability case plans and budgets are developed in a client-centered, strengths-based manner that includes goals the client has identified as important to them?

How will you provide supportive services and follow-up to ensure recipients of services are stable? And if they are not, what steps will you take to address the situation?

Describe your strategy for progressive engagement to most effectively use RRH dollars and keep people permanently housed.

Please be sure your proposal demonstrates an understanding of how the above steps help our community

meet its goals (listed below) and your agency's commitment to achieve these.

- 85% of households having a permanent outcome;
- Total Days from Project Entry to Move in Date being 30 to 60 days
- 85% of households remain stably housed at the one-year mark from project exit to a permanent destination
- 30% of households have an increase in income from project entry to project exit.

Indicate your willingness to participate in the ongoing training of established best practices and review and evaluation of services, standards, and performance within our Sarasota/Manatee homeless crisis response system and Oneby1 Coordinated Entry System.

Explain how your organization has made changes or has included in this proposal efforts to better exemplify the use of "best practices" and use national standards to define performance success.

Describe your agency's policies and processes to ensure data is entered into CSIS accurately, in a timely fashion and that all required documents are uploaded.

How will you incorporate other sources of funding the program receives and how will these funds be used to complement existing homeless crisis response services?

DV projects' proposals must clearly address how they work to improve client's income through either earned or non-earned sources by describing strategies that are likely to increase employment income and/or non-employment income, including identifying collaborative partnerships.

DV project proposals must demonstrate trauma-informed, victim-centered approaches to better meet the needs of people whom are survivors of domestic violence, dating violence, or stalking that are defined as homeless at 24 CFR 578.3. Safety and trauma-informed services for people participating in programs should be at the forefront.

For Joint TH-RRH projects, proposals must demonstrate that there is enough rapid rehousing assistance to ensure that, at any given time, a program participant may move from transitional housing to permanent housing. This can be demonstrated through a budget that has twice as many resources for the RRH portion of the project than the TH, by having twice as many RRH units as one time compared to TH, or by demonstrating that the budget and units included are appropriated for the population by served in the proposed project.

Proposed projects should be scalable depending upon the funding available. You should be able to describe how your project would operate if less funds or more funds were available. Projects should be designed with the knowledge that federal programs require matching funds/in kind services in order to receive funding.

While funding under the DV Bonus is available to all who meet established eligibility criteria, project applications that are not in partnership and/or collaboration with our local certified domestic violence centers (HOPE Family Services and Safe Place and Rape Crisis Center) will not be considered by the Review and Ranking Committee.

### C. Cost Proposal

Proposals must include both a budget and a budget narrative. The budget should include the entire cost for the implementation of the proposed project as well as the amount being requested from HUD. A sample budget worksheet can be found in Appendix C. HUD requires a 25% match, cash or in-kind. Cost-



effectiveness and impact on our system performance are important considerations; be sure to include what other funding sources will be used to maximize the impact of the project and how you intend to sustain the proposed project beyond a year.

Complete the Fiscal Assessment in Appendix E. Please refer to the CoC Program Interim Rule:

<https://www.hudexchange.info/resource/2035/coc-program-interim-rule-formatted-version/>

for information regarding program components and eligible costs when completing your budget.

## Thresholds

In addition to the items required for an application to be considered complete as listed under the proposal pieces required section (p.11-12), the following are required by HUD:

HUD will not consider a project application from an ineligible project applicant. Applicant eligibility includes having a current DUNS number, active SAM (System for Award Management) registration, and evidence of eligibility such as nonprofit documentation. More information can be found at 24 CFR 578.15.

In evaluating project applications for funding, HUD considers an applicant's past performance in managing HUD funds.

For renewal projects, projects must be in good standing with HUD and have no:

- Outstanding audit or monitoring findings;
- Outstanding obligation to HUD that is in arrears;
- Unresolved construction delays;
- History of poor financial management or drawdown issues;
- History of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes;
- History of low occupancy levels or lack of experience in administering project type; and
- History of late APR's.

## Renewal Projects

Projects eligible for renewal in the FY21 NOFO Competition must meet the thresholds required by HUD as listed on page eight (8) of this RFP. In addition, current renewal projects will be reviewed by the Review and Ranking Committee of the Leadership Council utilizing the scoring rubric criteria (pages 23-24) as it applies to the specific renewal project (RRH or PSH) during priority listing and ranking process.

Agencies are required to provide the following for renewal projects:

- Most recent internal audit and response to any audit findings
- Document showing LOCCS drawdowns of project funds (quarterly drawdowns and remaining balance)
- Project APR for current or most recent contract period
- List of Current Board of Directors

- Copy of management letter or summary from the most recent audit
- Evidence of good standing with the State of Florida

Agencies are permitted to submit updates to the scoring rubric measurement areas they deem relevant for their renewal projects to include:

- Agency Experience and Capacity Improvements
- Project Quality Improvements
- Oneby1 Coordinated Entry

Scoring for renewals for these areas will be based on agency updates, FY19 Competition information, and current Coordinated Entry monitoring.

Agencies are not permitted to submit updates to the following scoring rubric measurement areas as these are captured directly from CSIS:

- CSIS/HMIS – System Performance Measures

Agencies are encouraged to review the RFP requirements, questions, and elements contained within the appropriate System Area for their renewal project. Additional priority areas and information needed has been identified by HUD relating to:

- Racial equity
- Public Housing Authorities
- Healthcare systems
- Involvement of those with lived experience

Updates are to be submitted in the format described on page 11 of this RFP and are limited to two (2) pages. Additional required attachments for renewal projects will not count towards the two (2) page limit.

## Legal and Additional Submission Requirements

**Appeals:** Applicants may appeal decisions, in writing, within two (2) days of the project selection notification date. Appeals must be submitted to Chris Johnson, CEO, at [chris@suncoastpartnership.org](mailto:chris@suncoastpartnership.org) and must be received by 5:00 pm on Tuesday, October 19, 2021. The review committee shall have three (3) business days to review the appeal and an additional two (2) business days to provide a written response to the applicant. Please note: appeals may not be made based on any additional information not provided in the original application nor can they be made in objection to the amount of funding allocated.

**Eligibility:** Private provider organizations, who are a 501(c)3 or 501(c)4, with a presence and office space in Sarasota and Manatee Counties are eligible to submit proposals in response to this RFP. Individuals and any entity that is not a duly formed business entity are ineligible to participate. Respondents must provide proof of nonprofit status by furnishing a copy of the Internal Revenue Service (IRS) Determination Letter. Additionally:

- Must have a minimum of one (1) year demonstrated experience working within a homeless response system;
- Must have a policy demonstrating commitment to a practice of non-discrimination, as it relates

to the operation of the organization and service delivery, on the basis of race, creed, color, religion, gender, age, national origin, physical or mental health, sexual orientation or any characteristic protected by law.

- Must comply with applicable federal, state and municipal laws and regulations.
- Must actively participate in the Continuum of Care with membership in good standing, 211 with organization profile up to date, Oneby1 Coordinated Entry System, and the Community Services Information System (CSIS) or a plan to meet these requirements if proposal is selected. All these components must be in place prior to any contracting and acceptance of funds.
- Must demonstrate financial stability to be able to float a project/program on the front end or back end of a contracting period as may be required. This is to ensure that program participants are adequately supported to maintain stability and to meet any contract obligations and/or expectations for the CoC.
- Any other requirements as described and outlined by HUD in the FY21 CoC Program Competition NOFO (FR-6500-N-25)

There may, or may not be, additional eligibility requirements pursuant to respective funding sources.

**Format:** Proposals must be single spaced on 8-1/2 x 11-inch paper using size 12pt Times New Roman Font and 1-inch margins. No more than one page of text may be placed on one sheet of paper; i.e., you may not shrink pages to get two or more on a page. Shrunken pages, or pages where a minimized/reduced font are used, will be counted as multiple pages. All pages **must** be numbered, including attachments to ensure proper assembly of the proposal if printed. Attachments will not count toward the proposal page maximum (four (4) pages for PART A and six (6) pages for each project submitted including PARTS B & C.)

**General Disclaimer:** While the Review and Ranking Committee, Suncoast Partnership, and the CoC Leadership Council has made every effort to outline basic requirements such as eligibility, all selected projects will be subject to the formal funding guidelines and requirements of each individual funding source. This may include a number of items such as use of specific forms when utilizing funds, organizational policies regarding conflict of interest, strict written standards on client confidentiality, and standards for data and information security and standards. Selected applicants must be willing and able to perform as required.

The review and ranking committee reserves the right to select a lower ranked project in order to ensure adequate geographic representation for our Continuum of Care.

**Proposal Pieces Required:** The following list of items must be submitted for the RFP to be considered complete:

- Application Checklist signed/dated by CEO, Executive Director, or designee
- Cover Sheet
- Executive Summary-Proposals must include a high-level summary, not exceeding one (1) page
- Main Proposal – No more than four pages for PART A and six pages for each project submitted including PARTS B & C.
- Agency Fiscal Assessment
- Copy of any Memorandum of Understanding (MOU) or other formal agreements outlining relationships for the express purpose of collaboration with other organizations for this proposal.

- List of agencies that will be partners or subcontractors to assist in carrying out the proposed program description, if any. Describe their respective roles and your quality assurance plan.
- Copy of fiscal management policies
- Copy of 501(c)3 or 501(c)4 status
- Copy of management letter or summary from the most recent audit
- List of Board of Directors
- Organizational chart for the proposed project including executive level structure
- Evidence of good standing with the State of Florida
- Copy of any program policies and service delivery standards applicable to areas of service in which you are requesting funding

A logic model is optional and would be considered an attachment, not part of the page limit.

Submissions: Proposals must be submitted as described in the Timeline section. All submissions will receive a confirmation email upon receipt of the proposal by the Suncoast Partnership; please be sure to send with a read receipt request as well.

## Evaluation and Scoring (See Attachments for detail):

Criteria	Percentage
Agency Experience and Capacity	15%
Quality of Proposed Project	25%
Oneby1 Coordinated Entry	25%
CSIS System Performance	35%

THIS SPACE  
INTENTIONALLY  
LEFT BLANK

# Appendices & Attachments

Appendix A:	Application Checklist
Appendix B:	Cover Sheet
Appendix C:	Sample Budget Worksheet
Appendix D:	CSIS
Appendix E:	Agency Fiscal Assessment

---

Attachment 1:	Housing First Principles and Quick Check
Attachment 2:	Scoring Rubric – Permanent Supportive Housing
Attachment 3:	Scoring Rubric – Domestic Violence Rapid Rehousing / Transitional Housing-Rapid Rehousing
Attachment 4:	Resources
Attachment 5:	DedicatedPLUS

## Appendix A

### Application Checklist

- \_\_\_\_ Cover Sheet
- \_\_\_\_ Executive Summary
- \_\_\_\_ Agency Qualifications (PART A)
- \_\_\_\_ Project detail and narrative (PART B)
- \_\_\_\_ Budget (PART C)
- \_\_\_\_ Budget narrative (PART C)
- \_\_\_\_ Agency Fiscal Assessment
- \_\_\_\_ Copy of any Memorandum of Understanding (MOU) or other formal agreements outlining relationships for the express purpose of collaboration with other organizations for this proposal
- \_\_\_\_ List of agencies that will be partners or subcontractors to assist in carrying out the proposed program description, if any
- \_\_\_\_ Copy of fiscal management policies
- \_\_\_\_ Copy of 501(c)3 or 501(c)4 determination letter
- \_\_\_\_ Copy of management letter or summary from the most recent audit
- \_\_\_\_ List of Board of Directors
- \_\_\_\_ Organizational chart for the proposed project including executive level structure
- \_\_\_\_ Evidence of good standing with the State of Florida
- \_\_\_\_ Program standards, policies, procedures, and/or guidelines for which you are applying for
- \_\_\_\_ Logic model (optional)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Appendix B

## Manatee/Sarasota Continuum of Care Project Proposal Cover Sheet

Legal Name of Agency: \_\_\_\_\_

Project Name(s) if applicable: \_\_\_\_\_

Agency Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Federal Identification Number (9- Digit #): \_\_\_\_\_

Website: \_\_\_\_\_

Total Funds Requested: \_\_\_\_\_

Number to be Served by Service/Fund: \_\_\_\_\_

Please include detail on service area, amount requested, and specify funding type where applicable:

---

---

---

---

Grant Contact Person and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Authorized Signer for the Organization: \_\_\_\_\_

## Appendix C

### Budget Worksheet **Sample**

CoC Agency	2021-2022
Revenue	Budget
Sarasota County	
Manatee County	
CoC	
ESG	
Contributions - General	
Special Events	
Program Service Fees	
Membership Dues	
In Kind donation(s)	
<b>Total Revenue</b>	
Expenses	
Compensation:	
Wages/Salaries	
Employee Benefits	
Payroll Taxes	
Total Compensation	
Non-Compensation:	
Professional Fees/Contracts	
Dues/Subscriptions	
Equipment	
Occupancy	
Insurance	
Legal Services	
Office Expenses	
Outreach/Public Relations	
Printing	
Telephone/Internet	
Local Travel	
Conferences/Meetings/Trainings	
Utilities	
In Kind donation(s)	
<b>Expense Total</b>	
<b>Surplus or (Deficit)</b>	



## Appendix D

\* For the CSIS system performance section, data will be pulled from CSIS (HMIS) by the Suncoast Partnership. If you have not worked within the Sarasota/Manatee CoC CSIS (HMIS) but have entered data into another Homeless Management Information System, you may provide comparable reports from that system. For assistance with this, please contact the Chief Information Officer, 941-955-8987, extension 101 or [brandon@suncoastpartnership.org](mailto:brandon@suncoastpartnership.org). If you have not previously entered information into the Suncoast Partnership Homeless Management Information System, or another Continuum of Care HMIS system, please provide alternative program performance reports or grant outcome reports to demonstrate your performance.

The maximum number of points an organization who has not previously entered data into HMIS can receive is 15 points.

For organizations applying for funding in system areas where they have no historical CSIS/HMIS data for scoring the CSIS section of the RFP, Suncoast Partnership will pull report data for project types where the outcomes are most closely aligned with the project type being applied for. For example, if an agency applying for Homeless Prevention funds does not have a Homeless Prevention project in CSIS/HMIS, another project type where permanent housing is the primary outcome goal would be substituted.

THIS SPACE  
INTENTIONALLY  
LEFT BLANK

## Appendix E

### AGENCY FISCAL ASSESSMENT

The Chief Financial Officer or someone of comparable responsibility should complete this assessment, and the agency's Board Chair or Board Treasurer should certify the information. Please answer each question by checking Yes or No. Each section has space to add additional comments and explain any No responses. This information will be used to determine the agency's level of sophistication with regard to financial management.

#### A. BUDGETS

Yes or No

- \_\_\_\_\_ 1. Are formal budgets adopted by the governing board and recorded in the minutes?
- \_\_\_\_\_ 2. Are the budgets prepared in sufficient detail to provide a meaningful tool with which to identify and monitor subsequent performance?
- \_\_\_\_\_ 3. Are budgets routinely compared to actual revenues and expenditures and significant differences investigated?
- \_\_\_\_\_ 4. Are the results of the budget comparison (budget to actual) communicated to the Board of Directors on a regular basis?

Additional comments/explain any NO responses:

---

---

---

#### B. CASH

Yes or No

- \_\_\_\_\_ 1. Does the governing body authorize all bank accounts and check signatories?
- \_\_\_\_\_ 2. Are cash receipts entered in books of original entry by persons independent of the collection and deposit preparation functions?
- \_\_\_\_\_ 3. Are all disbursements, except petty cash disbursements, made by check?
- 4. Check Preparation:
  - \_\_\_\_\_ a. Are checks prepared by specific employees who are independent of voucher/invoice approval?
  - \_\_\_\_\_ b. Is there a clearly defined approval process and does all supporting documentation accompany checks presented for a signature?
  - \_\_\_\_\_ c. Are all supporting documents properly canceled at time of signature to prevent duplicate payment?
  - \_\_\_\_\_ d. Are all checks pre-numbered, blank stock controlled, used in numerical sequence, accounted for in numerical sequence, and reconciled to the check register?

- \_\_\_\_\_ e. Are checks required to be countersigned, or have dollar limits been established for single signature checks?
- \_\_\_\_\_ f. Are authorized check signers and the custody of checks after signature, independent of all payable, disbursement, cash receiving and general ledger functions?
- \_\_\_\_\_ 5. If check signing machines are used, are signature plates adequately safeguarded, used in the presence of the custodian, and controlled by using numbering devices?
- \_\_\_\_\_ 6. Bank Account and Statements
  - \_\_\_\_\_ a. Does a responsible individual (e.g., the Executive Director, CEO, etc.) receive the bank statements unopened from the banks?
  - \_\_\_\_\_ b. Are bank accounts reconciled within a timely specified period after the end of each month?
  - \_\_\_\_\_ c. Are reconciliations made by someone other than persons who participate in the receipt disbursement of cash?
  - \_\_\_\_\_ d. Are reconciliations reviewed by a responsible official?

Additional comments/explain any NO responses:

---



---

### C. REVENUES AND EXPENDITURES

Yes or No

- \_\_\_\_\_ 1. Has an individual(s) been designated the responsible party for assuring compliance with the terms and conditions of all grants, restricted contributions, endowments, etc., received by the agency?
- \_\_\_\_\_ 2. Does an adequate system exist to allow for the allocation of costs applicable to various programs, funding sources, and other functions?
- \_\_\_\_\_ 3. Are purchases made in accordance with established requirements of the governing board and of funding sources?
- \_\_\_\_\_ 4. Is the purchasing function performed by personnel independent of receiving and shipping functions, payables and disbursing functions, and governing board members?
- \_\_\_\_\_ 5. Do purchase orders require independent approval that the expenditure is within budget of funding source restrictions?
- \_\_\_\_\_ 6. Do adequate procedures exist to ensure that goods for which payment is made have been received, and that the goods are verified by someone other than the individual approving payment?

Additional comments/explain any NO responses:

---



---

## D. PAYROLL

Yes No

- \_\_\_\_\_ 1. Do employees complete and sign attendance and time records?
- \_\_\_\_\_ 2. Are persons preparing the payroll independent of other payroll duties (e.g., timekeeping, distribution of checks, etc.), and is their access to other payroll data or cash restricted?
- \_\_\_\_\_ 3. Is the payroll subject to final approval by a responsible agency official before payment is made?
- \_\_\_\_\_ 4. Are payroll checks drawn on a separate clearing account and is the account reconciled by someone independent of all payroll transaction processing activities?
- \_\_\_\_\_ 5. Are employee time records maintained in sufficient detail, and does an adequate system exist to allow for allocations of payroll costs to the proper accounts, programs, funding sources, and other functions?

Additional comments/explain any NO responses:

---

---

---

## E. FINANCIAL REPORTING

Yes No

- \_\_\_\_\_ 1. Are the final review and approval of financial reports segregated from the responsibility for preparation of the reports?
- \_\_\_\_\_ 2. Are the principal accounting, treasury, and custody functions segregated?
- \_\_\_\_\_ 3. Are the necessary record keeping procedures in place to ensure that financial reports are accurate and filed in a timely manner?
- \_\_\_\_\_ 4. Does the accounting system provide for accumulating and recording expenditures by award or grant and by cost category as shown in the budget?
5. Audits
- \_\_\_\_\_ a. Has the agency been independently audited during the past two years?
- \_\_\_\_\_ b. If so, have reports been reviewed?
- \_\_\_\_\_ c. Was a Management Letter issued?
- \_\_\_\_\_ 6. Do procedures exist to monitor compliance with financial reporting requirements, use of funds and other conditions in accordance with grant terms, and timely billing of amounts due under grants?
- \_\_\_\_\_ 7. Is grant activity accounted for so that it can be separated from the accounting for activities funded from all other sources?

- \_\_\_\_\_ 8. Are reconciliations of the grant financial reports with supporting accounting records prepared, reviewed, and approved by a responsible agency official before filing?
- \_\_\_\_\_ 9. Are procedures in place to identify and preclude charging expenditures to programs which are disallowed by the grant?
- \_\_\_\_\_ 10. If the agency provides social services under governmental programs, does a responsible member of management review and approve the provision of services to ensure that recipients are eligible under specific program requirements?

Additional comments/explain any NO responses:

---

---

---

**F. AGENCY RESERVES AND CAPACITY**

Please describe how your agency ensures continuation of services when there may be a gap in contracting or when services may be required beyond the contract period.

---

---

---

Completed by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Certified by: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 1

### HOUSING FIRST

Housing First is a proven approach in which people experiencing homelessness are offered permanent housing with few to no treatment preconditions, behavioral contingencies, or barriers. It is based on overwhelming evidence that all people experiencing homelessness can achieve stability in permanent housing if provided with the appropriate levels of wrap-around services. Study after study has shown that Housing First yields higher housing retention rates, reduces the use of crisis services and institutions, and improves people's health and social outcomes. ([www.USICH.gov](http://www.USICH.gov))

For more on Housing First: <http://endhomelessness.org/wp-content/uploads/2016/04/housing-first-fact-sheet.pdf>

### Is your project Housing First?

For your homeless response service system to work the most efficiently and effectively, individual programs must embrace a Housing First approach.

### Quick Screen: Does Your Project Use Housing First Principles?

1. Are applicants allowed to enter the program without income?
2. Are applicants allowed to enter the program even if they are not “clean and sober” or “treatment compliant”?
3. Are applicants allowed to enter the program even if they have criminal justice system involvement?
4. Are service and treatment plans voluntary, such that tenants cannot be evicted for not following through?

## Attachment 2

Scoring Rubric – Permanent Supportive Housing	Max Points
<p><b>Agency Experience and Capacity</b></p> <p>Applicants demonstrating extensive experience in administering federal, state and municipal funds, and providing the proposed service and/or serving the proposed population, with demonstrated fiscal stability to maintain operations, will receive up to 15 points.</p>	15
<p><b>Project Quality</b></p> <p>Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following:</p> <ul style="list-style-type: none"> <li>▪ <u>Housing First</u>: Applicants may receive up to 5 points based on the extent to which they have followed and will follow a Housing First Model/Low Barrier approach.</li> <li>▪ <u>Collaboration</u>: Projects with specific referenced collaborations that include either MOU’s or other letters of documentation demonstrating collaborative efforts will receive up to 5 points.</li> <li>▪ <u>Low Barrier</u>: Projects demonstrating Low Barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points.</li> <li>▪ <u>Leverage Impact</u>: Projects demonstrating that they are scalable relating to amount of funds available and have matching funds or in-kind services to maximize impact and support the project proposed will receive up to 5 points.</li> <li>▪ <u>Understanding</u>: Projects demonstrating a clear understanding of the community goals, intended outcomes of this service area in the community homeless crisis response system, and a commitment to best practice service delivery, in a client centered manner, that works towards a community where homelessness is rare, brief, and non-recurring may receive up to 5 points.</li> </ul>	25
<p><b>Oneby1 Coordinated Entry</b></p> <p>To receive maximum points, applicants must demonstrate and/or clearly show a commitment to Housing First, the Oneby1 Coordinated Entry System, and collaborating with community partners to ensure our community goal of effectively ending homelessness.</p>	25
<p><b>CSIS/HMIS – System Performance Measures</b></p> <p>Data Quality – Up to 5 points            Data Consistency – Up to 5 points            Data Entry Timeliness – Up to 5 points            Positive outcomes either at exit or with move in dates during participation – Up to 10 points            Total days from project entry to move in date being from 30 to 60 days -Up to 5 points            Households with permanent housing at exit remain stably housed at the one-year mark -Up to 5 points</p>	35
<b>TOTAL POSSIBLE POINTS for PROJECTS</b>	<b>100</b>

## Attachment 3

Scoring Rubric – Domestic Violence Rapid Rehousing / Transitional Housing-Rapid Rehousing	Max Points
<p><b>Agency Experience and Capacity</b></p> <p>Applicants demonstrating extensive experience in administering federal, state and municipal funds, and providing the proposed service and/or serving the proposed population, with demonstrated fiscal stability to maintain operations, will receive up to 15 points.</p>	15
<p><b>Project Quality</b></p> <p>Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following:</p> <ul style="list-style-type: none"> <li>▪ <u>Housing First</u>: Applicants may receive up to 5 points based on the extent to which they have followed and will follow a Housing First Model/Low Barrier approach.</li> <li>▪ <u>Collaboration</u>: Projects with specific referenced collaborations that include either MOU’s or other letters of documentation demonstrating collaborative efforts will receive up to 5 points.</li> <li>▪ <u>Low Barrier</u>: Projects demonstrating Low Barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points.</li> <li>▪ <u>Leverage Impact</u>: Projects demonstrating that they are scalable relating to amount of funds available and have matching funds or in-kind services to maximize impact and support the project proposed will receive up to 5 points.</li> <li>▪ <u>Understanding</u>: Projects demonstrating a clear understanding of the community goals, intended outcomes of this service area in the community homeless crisis response system, and a commitment to best practice service delivery, in a client-centered manner, that works towards a community where homelessness is rare, brief, and non-recurring may receive up to 5 points.</li> </ul>	25
<p><b>Oneby1 Coordinated Entry</b></p> <p>To receive maximum points, applicants must demonstrate and/or clearly show a commitment to Housing First, the Oneby1 Coordinated Entry System, and collaborating with community partners to ensure our community goal of effectively ending homelessness.</p>	25
<p><b>CSIS/HMIS – System Performance Measures</b></p> <p>Data Quality and Consistency – Up to 5 points            Data Entry Timeliness – Up to 5 points            Positive outcomes either at exit or with move in dates during participation – Up to 10 points            Total days from project entry to move in date being from 30 to 60 days -Up to 5 points            Households with permanent housing at exit remain stably housed at the one-year mark -Up to 5 points            Households have an increase in income from project entry to project exit – Up to 5 points</p>	35
<b>TOTAL POSSIBLE POINTS for PROJECTS</b>	<b>100</b>



## Attachment 4

The links below offer information about research, best practices, policies, and real-world examples for solutions to effectively end homelessness. They may provide you with additional insight and information in developing your proposal. It is provided as an informational service only.

Ending Homelessness – Proven Solutions

<https://endhomelessness.org/ending-homelessness/solutions/>

Ending Homelessness – Good Policy

<https://endhomelessness.org/ending-homelessness/policy/>

The Role of Emergency Shelter in Diversion

<https://endhomelessness.org/resource/role-emergency-shelter-diversion/>

Get Ready for the Shift to Low-Barrier, Housing-Focused Shelter

<https://endhomelessness.org/resource/get-board-ready-shift-low-barrier-housing-focused-shelter/>

To End Homelessness for Individual Adults, We Need Greater Investment in Targeted Rapid Rehousing

<https://endhomelessness.org/resource/end-homelessness-individual-adults-need-greater-investment-targeted-rapid-re-housing/>

Permanent Supportive Housing. A fidelity scale tool. From SAMHSA (Substance Abuse and Mental Health Services Administration) <https://store.samhsa.gov/system/files/sma10-4510-05-evaluatingyourprogram-psh.pdf>

The Center for Evidence-based Solutions to Homelessness

A new resource dedicated to synthesizing and explaining the key research insights needed to end homelessness. The National Alliance partnered with ABT Associates to build [a collection of research briefs](#) that cover key areas in the study of homelessness. It can be searched and accessed [here](#). Research briefs on the following topics are currently available or scheduled for publication in the coming months:

- [Children and families](#)
- [Chronic homelessness](#)
- [Criminal justice reentry](#)
- [Homeless services system](#)
- [Homelessness prevention](#)
- [Permanent supportive housing](#)
- [Rapid Rehousing](#)
- [Rental housing subsidies and homelessness](#)
- [Trends and patterns of homelessness](#)
- [Veterans](#)
- [Youth](#)

Housing Focused Sheltering: Thoughts from OrgCode

[Housing Focused Sheltering November 21 2017.docx \(d3n8a8pro7vhmx.cloudfront.net\)](#)

USICH: What does ending homelessness mean? And Solutions

[What Does Ending Homelessness Mean? | United States Interagency Council on Homelessness \(USICH\) Solutions | United States Interagency Council on Homelessness \(USICH\)](#)

## Attachment 5

### **DedicatedPLUS**

*DedicatedPLUS Project.* A permanent supportive housing project where 100 percent of the beds are dedicated to serve individuals, households with children, and unaccompanied youth (including pregnant and parenting youth) that at intake meet one of the following categories:

- (1) experiencing chronic homelessness as defined in 24 CFR 578.3;
- (2) residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project;
- (3) residing in a place not meant for human habitation, emergency shelter, or Safe Haven and had been admitted and enrolled in a permanent housing project within the last year but were unable to maintain a housing placement and met the definition of chronic homeless as defined by 24 CFR 578.3 prior to entering the project;
- (4) residing in transitional housing funded by a Joint TH and PH-RRH component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3;
- (5) residing and has resided in a place not meant for human habitation, Safe Haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions and the individual or head of household meet the definition of 'homeless individual with a disability; or
- (6) receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system.

A renewal project where 100 percent of the beds were dedicated to chronically homeless individuals and families, under the grant that is being renewed may either become a DedicatedPLUS project or may continue to dedicate 100 percent of its beds to chronically homeless individuals and families. If a renewal project that has 100 percent of its beds dedicated to chronically homeless individuals and families elects to become a DedicatedPLUS project, the project will be required to adhere to all fair housing requirements at 24 CFR 578.93.

Projects that were awarded as DedicatedPLUS in a previous CoC Program Competition are required to include households with children to qualify as a DedicatedPLUS project in the FY 2021 CoC Program Competition.