2023 REQUEST FOR PROPOSALS

Introduction

The Suncoast Partnership to End Homelessness is requesting proposals on behalf of the Suncoast Continuum of Care (FL-500), for programs/services to be provided in four areas: Diversion & Early Intervention, Emergency Shelter, Homeless Prevention, and Rapid Rehousing. Proposals must be from eligible organizations (see page 12) and selected proposals must fully operate within the Manatee/Sarasota CoC established homeless crisis response system, 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 non-recurring.

As each component of the Oneby1 homeless 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 RFP in the project proposal section.

All proposals <u>MUST</u> be Housing First and Low Barrier and the agency adherence to these philosophies should be evident in responses provided. 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.

The Suncoast Partnership, at the behest of the CoC Leadership Council and/or the Review and 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.

Through this RFP process agencies will be required to demonstrate 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.

All of the listed eligible activities and requirements described in this RFP and included in the application portal are subject to requirements set forth by the Federal Government and/or specified by the State of Florida in contract QPZ04 and as amended, and any requirement set forth by Manatee County for the Manatee County Emergency Solutions Grant. Applicants may find specific Federal statues referenced throughout, included in the Attachments, and other relevant prevailing resources including the State of Florida QPZ04 contract can be found on Suncoast Partnership to End Homelessness' website: www.suncoastpartnership.org.

Timeline

Funding Opportunity (RFP) Released	Friday, June 23rd
Information Session 1 – Virtual	Wednesday, June 28th
Indication of Intent to Apply	Friday, June 30th
RFP Electronic Portal Opens	Wednesday, July 5th
RFP Application Deadline	Monday, July 10th
Evaluation and Scoring Period	July 10th – July 18th
Review and Rank Committee Meeting to Score and Approve Projects	Tuesday, July 18th
Notification of Approved Projects	Wednesday, July 19th
Deadline for Appeal	Friday, July 21st
CoC Leadership Council Approval	Monday, July 24th with no appeals/ Friday, July 28th with appeal process
Planned Award Notification	Dependent on funding source
Contract Start Dates	State Funding Contracts will be retroactive, effective July 1, 2023 – June 30, 2024. Manatee County ESG will have contract effective dates October 1, 2023 – September 30, 2024

Applicants are encouraged to attend the information session for an opportunity to ask questions regarding the RFP. All questions and answers from the information session will be recorded in writing and available to those in attendance and on the Suncoast Partnership website (www.suncoastpartnership.org). Due to the competitive nature of this RFP, there will be no opportunities for questions or dialogue once the information sessions are complete with the exception of the instance where a question posed at the information session requires further time for response or 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(s) and posted on the Suncoast Partnership website. Any technical questions that arise post informational session must be submitted in writing to Tara Booker, tara@suncoastpartnership.org.

New to our Suncoast CoC this year is an electronic application and grant management system through Zengine/WizeHive. We are asking all interested applicants to express their intent to apply along with two (2) key contacts by June 30th to allow Suncoast Partnership to provide direct updates regarding the opening of the electronic application portal and ensure a smooth community transition. The intent to apply should be sent by email to Tara Booker, tara@suncoastpartnership.org. All updates will also be posted on our website. Complete proposals must be received by **3:00 pm**, Monday, July 10th through the online application portal.

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.

Agency Profile

In the agency profile section, organizations will be required to provide basic information about the organization along with questions that establish eligibility and narrative information that will be reviewed as part of the scoring process for agency experience, capacity, and distinction. Information regarding eligibility, threshold, and other required documents for this section can be found on page 12 of this publication.

Along with questions that will be answered directly in the application portal, the agency profile has two required questions to be answered and uploaded. The required narrative uploads in this section are:

1. Describe your organization's experience working within a community homeless response system. Include any information specific to participation in the Oneby1 Coordinated Entry system.
2. Describe how your agency demonstrates commitment to a practice of non-discrimination in organization operations and program service delivery and promotes diversity, equity, and inclusion. This narrative must include reference to the organization's policy specific to protected classes by law; there will be a space to upload the organization's official policy. Communicate ways in which your organization is working on diversity, equity, and inclusion for staff, leadership, and incorporating the voice of those you serve. If currently implementing a plan, share any accomplishments and proven strategies as well as learning opportunities. If plans and initiatives in this area are still in the discussion phase, talk about how the process is being structured including who is included and how.

Application

The application section will consist of **Section 1** with questions related to the overall organization and **Section 2** with questions specific to the program proposal based on system area and fund. Organizations may apply for more than one program area/fund and will be prompted to answer all required questions accordingly.

Section 1: Agency Experience, Capacity, and Distinction

The following questions will be required to be answered directly in the application portal:

- Describe how your agency works within the Oneby1 Coordinated Entry System and as part of the greater CoC homeless crisis response system.

- Does your agency serve as an Access Point?

- Please share what days/hours you are open for diversion and access points.

- When did your organization adopt a Housing First approach?

- What specific policies and practices does your organization have in place to ensure a Housing First philosophy is implemented throughout programs and projects?

- How does your agency ensure data is entered in CSIS accurately, in a timely fashion, and that all

required documents are uploaded? Include who is responsible for oversight and monitoring and the frequency of reviews.

- Describe how your agency is prepared to handle any gaps in funding to ensure participant needs are met and stability is maintained in the event that there is a delay in contracting, funding availability, or a service requirement beyond the contract year.

- Is your agency staff trained in harm reduction and trauma informed practices?

- How are these implemented in your daily work?

- Describe how your organization coordinates and integrates with other mainstream health, social services, and employment programs to ensure program participants are assisted to obtain benefits from the programs for which they may be eligible (ie, Medicare, Medicaid, SSI, Food Stamps, Early Childhood Education, Local Workforce Office).

- If program participants have grievances, or a need/desire to change the way they receive services, what is the path your agency has put in place to accommodate them and how is that path communicated to clients?

The following questions are to be answered in narrative form and uploaded in the application portal:

1. How does your agency provide a client-centered approach to services? In what ways do you accommodate people with specialized needs like disabilities, addictions, transportation issues, etc.? How are your services easy to access and your processes adaptable for those with special needs? (Consider intake procedures, ease of phone/website use, signage of hours and service availability, case manager mobility, etc.)

2. What barriers to admission does your agency have in place; what is the rationale for each, and how do you accommodate people who are "screened-out" so they can still receive needed services? For example, a family currently fleeing domestic violence may be a barrier to family shelter admittance due to the shared environment with other families and lack of 24/7 security, so an accommodation is to refer them to the local DV shelter program and follow through with a phone call to provide a warm hand-off for services.

3. Are all your supportive services voluntary for clients within your programs? If so, how do you make these services attractive and encourage participation? If not, what services are required for participation, why are they required, and what are the consequences for failing to engage with these services?

4. What specific evidence-based program models do you use within your agency? Describe how you identify which models to use, how you keep current with best practices, and how you evaluate what is working best and what needs to be improved.

Section 2: Program Proposal

The program proposal section will include information specific to the project proposal for which your agency is seeking funding. Each program/fund will require a separate budget and budget narrative to be uploaded.

System Area One: Diversion and Early Intervention – State of Florida, Challenge Grant – Estimated funds - $63,000

Diversion is a strategy that prevents people from entering the homeless crisis response system

by engaging in problem-solving conversations with individuals and families to help them identify alternative housing arrangements outside of the homeless crisis response system. Early Intervention is the attachment of financial assistance to assist in resolving a crisis directly affecting the housing situation and will occur only in the cases where financial assistance is necessary to resolve the housing crisis.

Funding available for this area is through State of Florida Challenge Grant, July 1, 2023 – June 30, 2024, and includes $24,500.00 for case management and $38,500.00 for financial assistance. Matching funds are required. Organizations must serve both Manatee and Sarasota with these funds.

The following questions will be required to be answered directly in the application portal:

- Describe any experience your organization has incorporating diversion strategies into existing programs and/or implementing a diversion program?

- What percentage of your staff are trained in diversion techniques?

- How do you intend to connect to people in need of and eligible for this service?

- If someone is not eligible for your program/services, how will you ensure they are connected to the Oneby1 homeless crisis response system for assistance?

- How does your agency develop housing stability case plans and budgets that are strength-based and client-centered?

- 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?

The following questions are to be answered in narrative form and uploaded in the application portal:

1. List the key personnel who will be involved in this program including their experience specific to this program area, percentage of time that will be dedicated to the project, and how the staff will work together to successfully meet the goals of the program.

2. In recognition of staff and capacity challenges our industry has faced the past few years, and continues to face, how will your organization work to handle potential capacity issues related to staff turnover and training to ensure continuity of service and success in reaching community goals?

3. Describe three successful diversion scenarios your team has experienced.

4. Provide an example of a case that you think would be a good use of funds under Early Intervention.

Budget:

The budget should include the entire cost for the implementation of the proposed program, not just the amount of funds being sought. There is a match required with Challenge funding. A sample budget template is provided in Appendix A. This document will be uploaded in the application portal.

Budget Narrative

The budget narrative must clearly state the precise dollar amounts to be spent for each budget line item with the explanation. Once the corresponding narrative to match the uploaded budget is complete, please provide a summary paragraph that explains how your organization leverages other funds to carry out program activities, how this project will be scalable depending on funding availability, and how many households the project will serve.

System Area Two: Emergency Shelter – Emergency Solutions Grant (ESG) – State of Florida – Funds Available - $50,000

Funding in this area is available to support shelter operations for low-barrier, immediate access overnight shelter. The anticipated number of clients to be served -1400. This number is subject to change per State of Florida contract requirements. Eligible expenses are defined in 24 CFR Part 576.102.

The following questions will be required to be answered directly in the application portal:

- How does your organization implement diversion and early intervention strategies to assist people in quickly resolving their homeless crisis where appropriate?
- What percentage of your staff are trained in diversion techniques?
- If someone is not eligible for your program/services, how will you ensure they are connected to the Oneby1 homeless crisis response system for assistance?
- How do you promote positive housing outcomes for shelter guests?
- How do you ensure case plans and budgets are developed in a strength-based, person-centered manner?

The following questions are to be answered in narrative form and uploaded in the application portal:

1. List the key personnel who will be involved in this program including their experience specific to this program area, percentage of time that will be dedicated to the project, and how the staff will work together to successfully meet the goals of the program.

2. In recognition of staff and capacity challenges our industry has faced the past few years, and continues to face, how will your organization work to handle potential capacity issues related to staff turnover and training to ensure continuity of service and success in reaching community goals?

3. Describe your shelter intake process. Consider all steps you use like paperwork required, drug testing, background checks, rule review, tour of facility, etc.. List the timeline of each step, rationale for each, and clarify what criteria screens people out of shelter services.

4. What are the expectations of clients while staying at your shelter? Are there chore charts, curfews, inspections, case management meetings, classes to attend, rules to follow, etc. List each expectation, if it is mandatory or voluntary, and what are the consequences of non-compliance on each.

Budget:

The budget should include the entire cost for the implementation of the proposed program, not just the amount of funds being sought. There is a match required with Emergency Solutions Grant

funding. A sample budget template is provided in Appendix A. This document will be uploaded in the application portal.

Budget Narrative

The budget narrative must clearly state the precise dollar amounts to be spent for each budget line item with the explanation. Once the corresponding narrative to match the uploaded budget is complete, please provide a summary paragraph that explains how your organization leverages other funds to carry out program activities, how this project will be scalable depending on funding availability, and how many households the project will serve.

System Area Three: Homeless Prevention – Temporary Assistance for Needy Families (TANF)-State of Florida -$36,860

Funding available for this area is through State of Florida Temporary Assistance for Needy Families (TANF), July 1, 2023 – June 30, 2024, and includes $19,290 for case management and $17,570 for financial assistance. There is a minimum service deliverable of one (1) new household per month. This is funded pursuant to Florida's approved TANF State Plan from federal TANF block grant funds received by the state from the U.S. Department of Health and Human Services as appropriated by the Florida Legislature. For each recipient of TANF, the agency will be required to complete the following tasks:

1) Develop a written case plan and 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 agency'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.

2) Develop, maintain, and retain a case file on each family applying for assistance. The case file shall contain all information required to determine the eligibility of the family, along with the determination decision of eligibility. The file shall include documentation of household income. In addition, if eligible, the file shall include copies of all payments made, the case plan, follow-up monitoring of the family, and the housing outcome achieved.

3) Track, monitor, and report on each family assisted for at least 12 months after the last assistance is provided to the family. The goal for the homelessness prevention program is to enable at least 85% of the families assisted to remain in their homeless and avoid becoming homeless during the ensuing year.

To be eligible for assistance under this grant, families must reside in Manatee or Sarasota Counties; 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; and 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 (HHS)

In alignment with national best practices and Federal and CoC goals, Homeless Prevention funds are anticipated to be used as part of the CoC Coordinated Entry System. Organizations applying for this fund should be prepared in the event this occurs during the contract year and be able to adapt accordingly.

The following questions will be required to be answered directly in the application portal:

- How do you intend to connect to people in need of and eligible for this service?

- Aside from the governing eligibility requirements, how would you determine whether a participant is appropriate for TANF funds?

- If someone is not eligible for your program/services, how will you ensure they are connected to the Oneby1 homeless crisis response system for assistance?

- How does your agency develop housing stability case plans and budgets that are strength-based and client-centered?

- 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?

- How will you meet the requirement of twelve (12) months of follow-up after the date of last assistance is provided knowing that will likely extend far past the contract end date and continued receipt of staff funds?

The following questions are to be answered in narrative form and uploaded in the application portal:

1. List the key personnel who will be involved in this program including their experience specific to this program area, percentage of time that will be dedicated to the project, and how the staff will work together to successfully meet the goals of the program.

2. In recognition of staff and capacity challenges our industry has faced the past few years, and continues to face, how will your organization work to handle potential capacity issues related to staff turnover and training to ensure continuity of service and success in reaching community goals?

Budget:

The budget should include the entire cost for the implementation of the proposed program, not just the amount of funds being sought. A sample budget template is provided in Appendix A. This document will be uploaded in the application portal.

Budget Narrative

The budget narrative must clearly state the precise dollar amounts to be spent for each budget line item with the explanation. Once the corresponding narrative to match the uploaded budget is complete, please provide a summary paragraph that explains how your organization leverages other funds to carry out program activities and how this project will be scalable depending on funding availability.

System Area Four: Rapid Rehousing – Emergency Solutions Grant (ESG) Manatee County - Estimated $145,000 and State of Florida- $113,400

Rapid Rehousing provides rental assistance and supportive services to help those experiencing homelessness find housing quickly, increase their self-sufficiency, and remain stably housed. This service is offered in a Housing First approach therefore not requiring preconditions (such as employment and sobriety) and the supportive service package is designed to meet the unique needs of the individual client or family. Rapid Rehousing programs use progressive engagement to ensure appropriate levels of assistance at appropriate times to develop and maintain permanent housing stability.

All questions are the same for both funds. However, program participants of Manatee County ESG must be Manatee County residents to be eligible. Programs funded through State ESG are required to serve the entire FL-500 CoC. Please see Appendix C for the Emergency Solutions Grant guidelines on Rapid Rehousing projects for reference when creating the program proposal and budget.

The following questions will be required to be answered directly in the application portal:

- Clients referred for RRH can be difficult to locate and engage. What tools and processes will your agency use to ensure that every possible effort has been made to get the clients the services they need before closing them out as unsuccessful?
- How will your case managers ensure each housing plan is created alongside program participant(s) with their specialized needs and desires centered?
- What is your agency's viewpoint of who carries the responsibilities in a housing plan?
- How will you assist people in locating permanent housing that meets their identified needs?
- How will your agency ensure housing units meet Federal requirements including rent standards and habitability?
- Describe your strategies for progressive engagement to most effectively use Rapid Rehousing dollars and keep people permanently housed.
- How will you provide follow-up to ensure recipients of services are stable? And if they are not, what steps will you take to address the situation?

The following questions are to be answered in narrative form and uploaded in the application portal:

1. List the key personnel who will be involved in this program including their experience specific to this program area, percentage of time that will be dedicated to the project, and how the staff will work together to successfully meet the goals of the program.

2. In recognition of staff and capacity challenges our industry has faced the past few years, and continues to face, how will your organization work to handle potential capacity issues related to staff turnover and training to ensure continuity of service and success in reaching community goals?

3. How will you collaborate with other organizations regarding affordable housing for 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 non-recurring. This response may include how you will work to:
    a. Build a community list of available housing stock.
    b. Best assure that the community fills known vacancies with those who are homeless regardless of the agency for which the client is enrolled.
    c. Improve landlord relations and bring new landlords into the system for the benefit of all.

4. Demonstrate the organization's understanding of how program design, organization operations, and the responses provided throughout assist our community in meeting system performance measures that support a coordinated system that effectively ends homelessness. How do you help staff understand those connections in their day-to-day work? The system performance measures are:
    a. 85% of households having a positive outcome;

    b.   Total Days from Project Entry to Move in Date being 30 to 60 days

    c.   85% of households remain stably housed at the one-year mark from housing move in date

    d.   30% of households have an increase in income from project entry to project exit.

5.   <u>BONUS</u> Question: What strategies would you suggest that our CoC could focus on or implement to help support agencies in understanding the connections and improving our overall system performance measures? Where are our opportunities to collaborate in this space?

Budget:

The budget should include the entire cost for the implementation of the proposed program, not just the amount of funds being sought. ESG requires a 100% match. A sample budget template is provided in Appendix A. This document will be uploaded in the application portal.

Budget Narrative:

The budget narrative must clearly state the precise dollar amounts to be spent for each budget line item with the explanation. Once the corresponding narrative to match the uploaded budget is complete, please provide a summary paragraph that explains how your organization leverages other funds to carry out program activities, how this project will be scalable depending on funding availability, and how many households the project will serve.

Legal and Additional Submission Requirements

Appeals: Applicants may appeal decisions, in writing, within 2 days of the project selection notification date. Appeals must be submitted to Tara Booker, Interim CEO, at tara@suncoastpartnership.org and must be received by 5:00 pm on Friday, July 21, 2023. 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, 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. Additionally:

- Respondents must have a minimum of one (1) year demonstrated experience working within a homeless response system.
- Must have a policy and demonstrate 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.

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

Format: For narrative portions that will be uploaded into the application portal, proposals must be single spaced on 8-1/2 x 11-inch paper using size 12pt Times New Roman Font and 1-inch margins.

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. Additionally, 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: All required questions and uploads must be answered in the electronic application portal for the RFP to be considered complete.

Submissions: Proposals must be submitted as described in the Timeline section.

Evaluation and Scoring (See Attachment 2-5):

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

Appendices & Attachments

Appendix A: Sample Budget

Appendix B: CSIS

Appendix C: Rapid Rehousing Guidelines

Attachment 1:   Housing First Principles and Quick Check

Attachment 2:   Scoring Rubric – Diversion and Early Intervention

Attachment 3:   Scoring Rubric – Emergency Shelter

Attachment 4:   Scoring Rubric – Homeless Prevention

Attachment 5:   Scoring Rubric – Rapid Rehousing

Appendix A

Budget Worksheet **Sample**

CoC Agency	2023-2024
Revenue	Budget
Sarasota County	
Manatee County	
CoC	
ESG	
Contributions - General	
Special Events	
Program Service Fees	
Membership Dues	
In Kind donation(s)	
Total Revenue	
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)	
Expense Total	
Surplus or (Deficit)	

Appendix B

* 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 Amiee Barth, amiee@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 a person who has not previously entered data into HMIS can receive is 10 points.

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Appendix C

Rapid Rehousing Activities

Using the Emergency Solutions Grant guidelines as a framework for Rapid Rehousing activities here is a chart of activities that may be included as part of a Rapid Rehousing project proposal:

Component: Rapid Re-Housing These activities are designed to move homeless people quickly to permanent housing through housing relocation and stabilization services and rental assistance.		
Rental Assistance**	**Housing Relocation and Stabilization Services**	
	Financial Assistance	Services Costs
Eligible costs: • Short-term rental assistance (up to 3 months) • Medium-term rental assistance (3 months to 12 months) • Longer-term rental assistance (12 to 24 months) • Rent arrears***	Eligible costs: • Rental Application Fees • Security Deposits • Last Month's Rent • Utility Deposits • Utility Payments • Moving Costs	Eligible costs: • Housing Search and Placement • Housing Stability Case Management[x] • Mediation • Legal Services • Credit Repair

**Keep in mind that RRH dollars are focused on those households that have been homeless the longest and have greatest acuity of need.

***In rare cases, after rental assistance has been completed, but the client has not yet exited the program, rental arrears payments may be permissible.

[x] All RRH households must have developed a housing plan that includes housing stability for wrap around services after the housing move-in date. This plan must focus on sustainability.

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)

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 – Diversion and Early Intervention	Max Points
Agency Experience and Capacity Applicants demonstrating extensive experience in administering federal, state and/or 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.	15
Project Quality Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following: Housing First: Applicants may receive up to 8 points based on the extent to which they have followed and will follow a Housing First Model/Low Barrier approach. Collaboration: Projects with specific referenced collaborations that include either MOU's or other letters of documentation demonstrating collaborative efforts- Up to 3 points. Low Barrier: Projects demonstrating Low Barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points. Leveraged Impact: Projects demonstrating that they are scalable relating to the amount of funds available and have matching funds or in-kind services to maximize impact and support the project proposed will receive up to 3 points. Understanding: Projects demonstrating a clear understanding of community goals and use of evidence based and established best practices in service delivery in coordination with the Homeless Crisis Response System will receive up to 6 points.	25
CSIS System Performance* 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 {{TABLE1}} Households with either housing at exit or with move-in dates during participation remain stably housed at the one-year mark – Up to 5 points {{TABLE2}} Households have an increase in income from project entry to project exit – Up to 5 points {{TABLE3}} *For organizations who have not entered data into an HMIS and/or have contributed into another HMIS system and do not have the data from that system to support your performance measures, the maximum number of points you can receive in this bracket is 10 (See Appendix B).	35
Oneby1 Coordinated Entry To receive maximum points, applicants must demonstrate and/or clearly show a commitment to working in the CoC's established Homeless Crisis Response System, Oneby1 Coordinated Entry System, and a Housing First approach.	25

Positive outcomes table:

85% or higher	65 to 84	45 to 64	25 to 44	Below 25
10	8	5	1	0

Stably housed table:

85% or higher	65 to 84	50 to 64	40 to 49	Below 40
5	4	2	1	0

Increase in income table:

30% or higher	25-29%	16-24%	10-15%	Less than 10%
5	4	2	1	0

Attachment 3

Scoring Rubric – Emergency Shelter	Max Points
Agency Experience and Capacity Applicants demonstrating extensive experience in administering federal, state and/or 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.	15
Project Quality Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following: Housing Focused: Applicants may receive up to 8 points based on the extent to which they demonstrate a housing focused shelter model and have followed/will follow a Housing First Model/Low Barrier approach. Collaboration: Projects with specific referenced collaborations that include either MOU's or other letters of documentation demonstrating collaborative efforts- Up to 3 points. Low Barrier: Projects demonstrating Low Barriers to program admission and flexible participation policies designed to retain program participants will receive 5 points. Understanding: Projects demonstrating a clear understanding of the community goals, intended outcomes of emergency shelter within the community's homeless crisis response system, use of evidence based and established best practices in service delivery in coordination with the Homeless Crisis Response System will receive up to 9 points.	25

CSIS System Performance*
Data Quality – Up to 5 points
Data Consistency – Up to 5 points
Data Entry Timeliness – Up to 5 points
Percentage of clients served that have an Access Point for Coordinated Entry – Up to 6 points

85% or higher	65 to 84	50 to 64	40 to 50	Below 40
6	5	3	1	0

Average length of stay – Up to 7 points

45 days or less	46-60	61-75	76-90	More than 90
7	6	4	2	0

Percentage of positive outcomes – Up to 7 points

85% or higher	70 to 84	60 to 69	50 to 59	Less than 50
7	6	5	3	0

*For organizations who have not entered data into an HMIS and/or have contributed into another HMIS system and do not have the data from that system to support your performance measures, the maximum number of points you can receive in this bracket is 10 (See Appendix B).

Max Points: 35

Oneby1 Coordinated Entry	Max Points
To receive maximum points, applicants must demonstrate and/or clearly show a commitment to working in the CoC's established Homeless Crisis Response System, Oneby1 Coordinated Entry System, and a Housing First approach.	25

Attachment 4

Scoring Rubric – Homeless Prevention	Max Points
Agency Experience and Capacity Applicants demonstrating extensive experience in administering federal, state and/or 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.	15
Project Quality Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following: Housing Focused: Applicants may receive up to 8 points based on the extent to which they demonstrate a housing focused shelter model and have followed/will follow a Housing First Model/Low Barrier approach. Collaboration: Projects with specific referenced collaborations that include either MOU's or other letters of documentation demonstrating collaborative efforts- Up to 3 points. Low Barrier: Projects demonstrating Low Barriers to program admission and flexible participation policies designed to retain program participants will receive up to 5 points. Leveraged Impact: Projects demonstrating that they are scalable relating to the amount of funds available and have matching funds or in-kind services to maximize impact and support the project proposed will receive up to 3 points. Understanding: Projects demonstrating a clear understanding of community goals and use of evidence based and established best practices in service delivery in coordination with the Homeless Crisis Response System will receive up to 6 points.	25

CSIS System Performance*
Data Quality – Up to 5 points
Data Consistency – Up to 5 points
Data Entry Timeliness – Up to 5 points
Permanent exit destinations at program exit – Up to 7 points

85% or higher	70 to 84	50 to 69	40 to 49	Below 40
7	6	5	2	0

Households with permanent housing exits remain stably housed at the one-year mark – Up to 8 points

85% or higher	75 to 84	60 to 74	50 to 59	Below 50
8	7	5	1	0

Households have an increase in income from project entry to project exit – Up to 5 points

30% or higher	25 -29%	16 -24%	10 – 15%	Less than 10%
5	4	3	1	0

*For organizations who have not entered data into an HMIS and/or have contributed into another HMIS system and do not have the data from that system to support your performance measures, the maximum number of points you can receive in this bracket is 10 (See Appendix B).

Max Points: 35

| **Oneby1 Coordinated Entry**

To receive maximum points, applicants must demonstrate and/or clearly show a commitment to working in the CoC's established Homeless Crisis Response System, Oneby1 Coordinated Entry System, and collaborating with community partners to ensure our goal of effectively ending homelessness. | 25 |

Attachment 5

Scoring Rubric – Rapid Rehousing	Max Points
Agency Experience and Capacity Applicants demonstrating extensive experience in administering federal, state and/or 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.	15
Project Quality Each application will be scored on the overall quality of the project, and the extent to which the applicant can clearly demonstrate the following: Housing First: Applicants may receive up to 7 points based on the extent to which they demonstrate a housing focused shelter model and have followed/will follow a Housing First Model/Low Barrier approach. Collaboration: Projects with specific referenced collaborations that include either MOU's or other letters of documentation demonstrating collaborative efforts- Up to 3 points. Low Barrier: Projects demonstrating Low Barriers to program admission and flexible participation policies designed to retain program participants will receive up to 5 points. Leveraged Impact: Projects demonstrating that they are scalable relating to the amount of funds available and have matching funds or in-kind services to maximize impact and support the project proposed will receive up to 3 points. Understanding: Projects demonstrating a clear understanding of the community goals, intended outcomes of rapid rehousing within the community's homeless crisis response system, use of evidence based and established best practices in service delivery in coordination with the Homeless Crisis Response System will receive up to 7 points.	25

CSIS System Performance*
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 8 points

85% or higher	65 to 84	45 to 64	25 to 44	Below 25
8	7	5	1	0

Total days from project entry to move in date being from 30 to 60 days – 5 points – 61-80 days – 3 points
Households with permanent housing exits remain stably housed at the one-year mark – Up to 7 points

85% or higher	75 to 84	60 to 74	50 to 59	Below 50
7	6	4	1	0

Households have an increase in income from project entry to project exit – Up to 5 points

30% or higher	25 -29%	16 -24%	10 – 15%	Less than 10%
5	4	3	1	0

*For organizations who have not entered data into an HMIS and/or have contributed into another HMIS system and do not have the data from that system to support your performance measures, the maximum number of points you can receive in this bracket is 10 (See Appendix B).

Max Points: 35

Oneby1 Coordinated Entry To receive maximum points, applicants must demonstrate and/or clearly show a commitment to working in the CoC's established Homeless Crisis Response System, Oneby1 Coordinated Entry System, and collaborating with community partners to ensure our goal of effectively ending homelessness.	25