



# 2023 Universal Request for Proposals (RFP)

## Brevard Homeless Coalition

Released: Friday, July 14, 2023

HUD CoC Submission Due:  
8:00 PM on September 28, 2023

**Mandatory Pre-Proposal Workshop**  
**THURSDAY, JULY 20, 2023, at 10:00 AM**  
**VIA ZOOM**

Project proposal types to include Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH), Emergency Shelter, Street Outreach, Prevention and Coordinated Entry Access Points that could be selected for funding under HUD-CoC, ESG, Challenge, or similar funding sources.

### **Pre-Registration for the Zoom Meeting**

<https://us06web.zoom.us/meeting/register/tZwtcumpz0oGtOdg3QN6jyCkqipGV5O42Hg#/registration>

***Registration is required***

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 Phone  
— 321-285-6640

 Email  
— info@brevardhomelesscoalition.org

 Address  
— P.O. Box 560223  
Rockledge, FL 32956

**Brevard Homeless Coalition (BHC)**  
**Continuum of Care Lead Agency**  
**FI-513: Palm Bay, Melbourne/Brevard County CoC**  
**2023 Universal Request for Proposals (RFP)**

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**Brevard Homeless Coalition (BHC)**  
**Continuum of Care Lead Agency**  
**FL 513: Palm Bay, Melbourne/Brevard County CoC**  
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## OVERVIEW

In anticipation of several funding opportunities that may become available over the next 12 months, for new, currently funded and/or renewal projects, the Brevard Homeless Coalition (BHC) is issuing a Request For Proposals (RFP) for the following anticipated and known funding opportunities through the U.S. Department of Housing and Urban Development (HUD), The Florida Department of Children and Families (DCF) Office on Homelessness Unified Grant, and/or other funding sources, totaling an estimated \$192,789, as listed below in the New Funding and Renewal Funding tables. To view the full HUD NOFO Notice on the CoC Competition Page, please visit this link - [https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition).

With the majority of CARES Act (aka COVID) funding coming to an end in our community, it is necessary for the BHC to review and assess the current funding needs of the community in our common goal to make homelessness rare, brief, and non-recurring. Therefore, ALL projects currently funded through/administered by the BHC, except for those listed in the renewal section of this RFP, are required to submit a new proposal in response to this RFP for funding. Funding is not guaranteed and will be based on proposal scoring and alignment with the 2023-2026 Strategic Plan: Housed & Healthy Brevard (<https://9ja.f0a.myftpupload.com/wp-content/uploads/2023/05/2023-2026-Brevard-CoC-Strategic-Plan-Final.pdf>). Additional information on the Strategic Plan is below. Funding is available to finance projects that 1) utilize the Housing First philosophy, 2) emphasize rapid exit from homelessness, 3) emphasize stable, permanent housing as a primary strategy for ending homelessness, and 4) will move the Brevard County Continuum of Care (CoC) forward in making homelessness rare, brief, and non-recurring. Additionally, applicants must be non-profit organizations in good standing with the Brevard CoC. Successful applications will also address priorities that have been established in the 2023-2026 Strategic Plan: Housed & Healthy Brevard and meet all guidelines/requirements provided in this RFP.

The Housing First philosophy is an approach that centers on providing people experiencing homelessness with housing as quickly as possible and then providing services as needed. This approach has the benefit of being consistent with what most people experiencing homelessness seek to achieve. Housing First programs share these key elements:

- A focus on helping individuals and families access and sustain permanent housing as quickly as possible without unnecessary barriers or time limits;
- A variety of services delivered to promote housing stability and individual well-being on an as-needed basis; and
- A standard lease agreement to housing – as opposed to mandated therapy or services compliant.

The submitted proposals will also be evaluated based in part, on the extent the project is able to demonstrate alignment The Federal Plan All In: The Federal Strategic Plan to Prevent and End Homelessness (<https://www.usich.gov/all-in>) and HUD's goals as articulated in HUD's 2022-2026 Strategic Plan: <https://www.hud.gov/HUD-FY22-26-Strategic-Plan-Focus-Areas>

All In sets an ambitious goal to reduce homelessness 25% by 2025 and encourages state and local governments to use the plan as a blueprint for developing their own strategic plans and for setting their own ambitious goals for 2025.

The plan is built around six pillars: three foundations—equity, data and evidence, and collaboration—and three solutions—housing and supports, crisis response, and prevention. Within each pillar are strategies and actions that lay the groundwork for a future when no one experiences homelessness—not even for one night.

HUD encourages CoC communities to consider the policy priorities established in the mentioned strategies and system performance measures, along with local priorities to determine the ranking of all projects. HUD’s System Performance Measures HUD has developed the following seven system-level performance measures to help communities gauge their progress in preventing and ending homelessness:

1. Length of time persons remain homeless
2. The extent to which persons who exit homelessness to permanent housing destinations return to homelessness
3. Number of homeless persons
4. Jobs and income growth for homeless persons in CoC Program-funded projects
5. Number of persons who become homeless for the first time
6. Homelessness prevention and housing placement of persons defined by Category 3 of HUD’s homeless definition in CoC Program-funded projects\*\*\*
7. Successful housing placement

\*\*\* NOTE: System Performance Measure #6 applies only to CoC’s that HUD has recognized as a “High Performing Community (HPC).” Currently, HUD has not recognized any HPCs and therefore, Measure #6 is not applicable to the Brevard County CoC.

The Brevard CoC strategic plan seeks to closely align with HUD’s plan by:

- Strengthening the foundation of our CoC.
- Reducing homelessness for vulnerable populations.
- Preventing housing instability through education, healthcare, case management.
- Building homes, shelters, resources, Strengthen partnerships.
- Sharing our story through data.

The Brevard Continuum of Care (CoC) 2023-2026 strategic plan represents a year-long process filled with focused conversations, workshops, research, and trend analysis of Housing and Urban Development (HUD)-required reporting such as the Point-In-Time Count (PITC). The update to our previous 3-year strategic plan began in earnest in May 2022. The Brevard Homeless Coalition (BHC), which serves as the Lead Agency for the Brevard CoC, began to hold focus group sessions within the existing CoC structure, including the General Membership and the Advisory Council members. Focus group sessions were also held with the BHC’s Board of Directors. These conversations were invaluable and helped to guide further discussions with both member and non-member organizations.

We then further honed in on seven key areas that warranted additional discussion and again asked questions of providers working in these areas about gaps and barriers in the delivery of services. The seven key areas were:

1. Domestic violence and human trafficking
2. Healthcare services
3. Institutional discharge planning
4. Lived experience
5. Special populations, such as the elderly and the elderly with memory disorders
6. Street outreach
7. Youth homelessness

Holding a health equity forum, in November 2022, provided invaluable information in the development of the strategic plan through the lens of equitable access of our CoC services.

During this time, Brevard County spearheaded the development of the federal HOME-American Rescue Plan Act (ARP) Allocation Plan, in partnership with other HOME Consortium entities: the City of Cocoa, City of Melbourne, City of Palm Bay, and the City of Titusville. The County engaged the Cloudburst Group as consultants to hold focus groups with County and municipality staff and provider agencies, and to develop the Allocation Plan. We tapped into this robust process to gain additional learnings and ensure consistencies as our respective plans were developed.

From all of these conversations, key themes and areas of need began to emerge:

- Expand the number of individuals and agencies serving as active members in the Continuum of Care to increase community-wide collaboration, resource generation, and visibility as a powerful voice for homelessness in the community. All sectors of the community will come to the table to make homelessness a rare, brief, and one-time experience.
- Increase the number of individuals with lived experience on CoC committees, provide pathways for leadership roles with other organizations and opportunities for employment and increased income.
- Prioritize case managers through on-going training in management best practices, and an industry-standard caseload in an effort to reduce turnover and burnout.
- Conduct GIS-based asset mapping to better understand our strengths and gaps.
- Develop more affordable housing units to keep pace with the growing needs of our community, especially for our most vulnerable to homelessness, and those in service and educational sectors, as a prevention strategy for staying stably housed.
- Collaborate with Brevard County, local city officials and staff, and private sector real estate/development companies to address health inequities within the community, including barriers to an efficient transportation network and affordable housing policies.
- Increase the number of shelters and housing units dedicated to special populations: the elderly, elderly with memory disorders, and individuals with intellectual and physical disabilities.
- Increase the number of agencies and users reporting in the Homeless Management Information System (HMIS) to accurately track in real-time performance measurements for communications to the community at large, advocacy, data gathering for funding opportunities, and to ensure adherence to HUD funding priorities.
- Finally, walk in partnership with the private sector real estate/development companies to facilitate the development of affordable housing.

These key themes led us down the path of viewing our strategic plan through our core values and belief statements:

We believe...

- Housing is Healthcare.
- In taking A Whole Person Approach – mentally, emotionally, physically, spiritually, and relationally.
- Providing Care for Case Management, both for the client and the case manager.
- In Equity with equitable access to all parts of the Continuum of Care.

During the development of the Strategic Plan, the Point in Time count (PITC) was underway with results informing and confirming the conversations that were occurring. The PITC occurred is a national count of sheltered and unsheltered people experiencing homelessness on a single night in January. In Brevard County, the PITC occurred on January 30, 2023. The data collected reflects statistics for Brevard County on those sheltered in emergency shelter, transitional housing, and Safe Havens, and those unsheltered, living in a place not meant for human habitation such as cars, parks, sidewalks, and abandoned buildings. Several key findings emerged from the data including:

- 1,054 experienced homelessness on the night of January 30<sup>th</sup>, representing a 15% increase from 2022 and the highest homeless count since 2015. 63% people were unsheltered and 37% were sheltered.
- The geography of unsheltered persons was consistent with the population density of north, central and south Brevard County.
- Unsheltered persons with a serious mental illness and/or a substance use disorder accounted for 55% of the total unsheltered population.
- Unsheltered veteran homelessness increased 117%, with overall veteran homelessness increasing by 21% from 2022.
- Unsheltered female homelessness increased 43%, with overall female homelessness increasing by 10%.
- Racial and ethnic disparities in homelessness exist within our Continuum. For example, Black, African, or African American residents comprise 10% of the County’s population but represent 26% in our homeless system of care.
- 68 persons were homeless as a result of fleeing domestic violence.
- Chronic homelessness decreased by 11%.

To view the 2023 PITC summary graphic and sub-population summary data here, please see here - <https://brevardhomelesscoalition.org/data/>.

Together with the Brevard CoC, five key goals of the Strategic Plan will lay the foundation for our success:



**Strengthen.** Strengthening the existing foundation for our Continuum of Care through governance, funding, and community engagement. The CoC represents the ground floor from which all other priorities are supported.

Establishment of Committees	# of Households	New Partners in CoC
Committee structures are in place and approved by the CoC.	Increase # of HMIS participating agencies and projects.	Increase # of partner agencies addressing homelessness issues aligned with strategic plan.



**Reduce.** Reducing the number and length of time people experience homelessness, including those who are chronically homeless and those fleeing domestic violence. To accomplish this, we must expand upon a diversified outreach approach to meet our most vulnerable populations where they are and

grow our Coordinated Entry System for streamlined and efficient placement into housing. Utilizing our By Name List will ensure we are always keeping the client in the forefront of the process.

# of Households	# of Days	% Exits
Reduce the # of HHs and people served in the homeless system. 2023: 1732 HH 2023: 2675 PP	Reduce the average # of days homeless. 2022: 188 avg	Increase the % of successful permanent housing placements and/or retention. 2022: 48%
Goal: 1300 HH 2000 PP	Goal: 141 days avg	Goal: 73%



**Prevent.** Prevention is a first, best strategy. Preventing housing instability by increasing educational, social, health, and financial service supports to our most vulnerable populations, including our veterans. Partnerships with area agencies will help us to achieve this with the goal of embedding programs and practices

into our Coordinated Entry process. When we think about prevention, we also think about our system’s case managers and the encompassing role they play in keeping clients stably housed and healthy through diversion and other efforts. As a CoC, we prioritize supporting our case managers through high quality educational opportunities, emotional support, and best practice caseloads to mitigate burn out and system turnover.

First Time	Household Stability	Returns
Prevent first-time homelessness by reducing the # of individuals accessing the CoC. 2022: 1442	Increase job and income growth for the CoC program participants.  2022: Employment – 24% Non-Earned – 7%	Prevent returns after permanent placement within year one and year two.  2022: Year 1 - 1% Year 2 – 26%
Goal: 1081	Goal: Employment – 49% Non-Earned – 34%	Goal: Year 1 – 8% Year 2 – 10%



**Build.** Building upon and creating new multi-sector partnerships thereby increasing the number of affordable housing units, and shelter beds through innovative solutions. Our Continuum of Care and the Brevard Homeless Coalition as the Lead Agency place a special focus on those individuals who are elderly, elderly with memory disorders, those who are physically or cognitively disabled as well as



individuals within our Coordinated Entry system. Building new units is a longer-term goal as the planning and development process takes time. But we can start developing the relationships now. More immediately, we can grow our number of shelter programs, rapid re-housing, and permanent supportive housing beds and have set an ambitious goal to do so.

Homes	Shelter Beds
Increase the number of RRH and PSH beds available. 2023 HIC Total #: 1363	Increase the number of Low Barrier Shelter Beds available. 2023 HIC Total #: 615
Goal: 2660	Goal: 1200



**Share.** Sharing stories of homelessness and vulnerability within the CoC and to the broader community. Data is a powerful tool in storytelling. Documenting with fidelity in HMIS will allow the CoC and Lead Agency to turn data analytics into a compelling narrative. Sharing the human experience grounds the data on a

personal level.

System Performance Measurements	Dashboard	Communication
SPMs reflect Strategic Plan goals	Dashboard provides data/measurements for use by providers and media	# of articles and social media posts on providers and homeless issues

Our plan sets forth ambitious goals and objectives coupled with key measurements of success. These measurements are largely based on HUD’s System Performance Measures, which are utilized to assess CoC’s nationwide, the HUD Longitudinal Systems Analysis (LSA), the HUD Annual Performance Report (APR), the 2023 PITC, and the 2023 Housing Inventory Count. The plan also sets forth the structure for CoC committees and workgroups.

When thinking through a proposal, applicants should keep the following questions in mind:

- What problem does this project solve in the effort to end homelessness?
- How does this project fit into the 2023-2026 Housed & Healthy Strategic Plan?
- How does this project integrate with the CoC’s coordinated entry system?
- How does this project provide a connection to permanent solutions based on Housing First principles?
- Does this project focus on critical supports and services needed to achieve permanent, sustainable housing?
- What is the collective impact of the proposed project?

**FUNDING AVAILABLE**

Approximately \$1,126,723\* is available in this FY 2023 Universal RFP, including an estimated \$118,350.00 available for Domestic Violence, Dating Violence, Sexual Assault, and Stalking Bonus (DV Bonus) projects, described in Section II of this NOFO. The BHC may add to the total amount with available funds that have been carried over or recaptured from previous fiscal years and authorized by prior Acts as determined by HUD or other funding sources. All requirements in the FY 2023 application process, including requirements for the entire HUD CoC Consolidated Application and the total amount of funds available, are included in this



Universal RFP. HUD will continue to require CoC Collaborative Applicants to rank all CoC projects, except CoC Planning, and Unified Funding Agency (UFA) costs in two tiers. *Homeless prevention programs are a priority for the Brevard CoC. To maximize reach, homeless prevention efforts will be directed toward other homeless prevention resources such as ERA funding through Brevard County and the State of Florida's Our Florida program.*

**NEW FUNDING AVAILABLE**

FY2023	HUD Continuum of Care Program (HUD CoC) – New Projects – Permanent Housing - Bonus/DV Bonus CoC Bonus Project Amt. - \$82,845 DV Bonus Project Amount - \$118,350 <i>(IF HUD provides for and/or awards bonus funds for new project(s).)</i>	<b>\$201,195</b>
FY2023/24	Florida Department of Children and Families (DCF) - Challenge Grant	<b>~\$TBD</b>
FY2023/24	Emergency Solutions Grant CV3 (ESG CV3)	<b>~\$42,711</b>
	<b>Estimated New Funding Total</b>	<b>~ \$243,906</b>

**RENEWAL FUNDING** (only requires a letter of intent to renew from the agencies currently funded)

FY2023	HUD Continuum of Care Program – <i>Renewals Only</i>	<b>\$882,817</b>
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*NOTE: FY = Fiscal Year; PY = Program Year; Most Federal Program years operate on an October 1 – September 30 year; the State of Florida operates on a July 1 – June 30 year.*

**\*\*\*If additional funding opportunities become available to BHC following the issuing of this RFP, BHC reserves the right to select an eligible project submitted in response to this RFP without issuing an additional RFP(s). Therefore, BHC strongly encourages and will accept project proposals for all project types, including those for which the identified available new funding indicated above may not be included under this RFP. If there are no DV Bonus or CoC Bonus project applications, the Lead Agency will submit an appropriate application on behalf of the CoC. This project will follow the ranking directives and placed accordingly without scoring.\*\*\***

This RFP contains information and mandatory forms for applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully. The material in this RFP does not represent all the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change at the time they (funders) release RFPs/NOFOs for the various funding grants.

**CRITICAL DATES AND DEADLINES**

<b>Monday, July 10, 2023</b>	<b>BHC Posts Notice of RFP</b>
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Friday, July 14, 2023		<b>BHC Issues 2023 Universal Request For Proposals (RFP)</b>
Thursday, July 20, 2023	10:00 AM	<b>Mandatory Pre-Proposal Workshop</b> ( <i>Registration Required</i> )
Thursday, July 27, 2023	5:00 PM	<b>Intent to Apply</b> - New/Currently Funded/Expanded Project Proposals <b>Intent to Renew</b> - CoC Renewal Projects Only Agencies submit intent electronically via link shared with all attendees at the Mandatory Pre-Proposal Workshop
Thursday, August 10, 2023	5:00 PM	<b>RFP Questions</b> - Final day to submit RFP questions to BHC
<b>Monday, August 28, 2023</b>	<b>9:00 AM</b>	<b>Application Submission Deadline</b> (no later than 30 days before the application deadline)
Monday, August 28, 2023	9:00 AM	<b>BHC Staff Threshold Review</b> to ensure adherence to the eligibility criteria and fatal flaw review as posted in the BHC 2023 Universal RFP
Tuesday, August 29, 2023	5:00 PM	<b>Ranking and Review Committee Scoring</b> - committee members will receive and score each project proposal (on their own)
Wednesday, September 6, 2023	9:00 AM	<b>Ranking and Review Committee Meeting</b> - final scoring and opportunity for presentations from applicants
Thursday, September 7, 2023	9:00 AM	<b>CoC Advisory Council Meeting:</b> Ranking and Review Committee presents their final recommendations for Project Priority Listing to CoC Advisory Council
Thursday, September 7, 2023	4:00 PM	<b>BHC Board of Directors:</b> Ranking and Review Committee presents the CoC Advisory Council final recommendation to the BHC Board of Directors. The BHC Board of Directors make the final approval of projects for funding, including conditional awards as indicated in Section VI of this RFP.
Friday, September 8, 2023	5:00 PM	<b>Notice of Selection, Conditional Selection or Non-Selection</b> to all project proposal applicants
Tuesday, September 26, 2023	5:00 PM	<b>Post Complete HUD NOFO Application</b> to BHC Website 2 days prior to submission
Thursday, September 28, 2023	8:00 PM	<b>HUD NOFO Submission Deadline</b>

### **Mandatory Pre-Proposal Workshop**

The BHC will host a Mandatory Pre-Proposal Workshop for all *non-profit agencies* applying for funding in the FY 2023 Universal RFP. The purpose of the Pre-Proposal Workshop is to answer questions and provide clarifications of information in the 2023 Universal RFP.

This workshop will be held on **Thursday, July 20, 2023, at 10:00 AM**  
via Zoom

### **Zoom Meeting – Registration Link**

<https://us06web.zoom.us/join/register/tZwtcumppz0oGtOdg3QN6jyCkqjGV5O42Hg>

## Post-Workshop RFP Questions

For those agencies only who attend the Pre-Proposal Workshop, additional requests for clarification may be submitted via email only to [grants@brevardhomelesscoalition.org](mailto:grants@brevardhomelesscoalition.org) **5:00 PM on Thursday, August 10, 2023.**

## Strategic Use and Alignment of Resources

The BHC is designated as the lead agency and HUD Collaborative Applicant for the Brevard County CoC. The BHC is responsible for ensuring that the resources available to the community to assist those experiencing homelessness and those at-risk of homelessness, are strategically utilized to maximize impact, effectiveness, and alignment. Therefore, the BHC reserves the right to match funding opportunities available to the proposals received to ensure alignment of resources with the strategic plan and appropriate target populations. All proposals received will be evaluated for their appropriateness for each funding opportunity that may be available. The BHC reserves the right to award more than one (1) funding source to a selected proposal if necessary to maximize a project's effectiveness and overall impact.

Recognizing that while different funding sources have different regulations, nearly all the available and anticipated funding sources will fall under the HUD CoC or ESG programs. All activities and expenses in the proposed projects must meet either the HUD CoC or ESG programs eligible categories/criteria. In the event a proposal is selected for a funding source with other regulatory requirements, the BHC will work with the applicant to help convert the project to the requirements of the specific funding source.

It is not necessary for applicants to indicate or match their proposed project to one of the funding sources or amounts listed unless otherwise specified. Applicants may indicate in their proposal a funding source(s) that they *do not* want for project consideration.

## Project Proposals Accepted Under this RFP

BHC encourages organizations to submit proposals for projects, even if the project does not 'fit' perfectly into the funding descriptions. By submitting a proposal, the organization is informing BHC of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to make homelessness rare, brief, and non-recurring in Brevard County.

- **New Project** - a project that does not currently exist and if funded, will increase overall capacity in the CoC.
- **Currently Funded Project** – a project that has been operating through BHC funding and seeks to continue with an increased level of funding.
- **Expanded Project** - a project that is currently operational and will add additional overall capacity to the CoC by expanding its current operations. This should include adding units, beds, persons served, and/or services provided to existing program participants.
- **Renewal Project** – CoC-Program projects that are currently operating and listed as renewal projects in this RFP.

## Project Proposals Not Accepted Under this RFP

- Funding requests that seek to supplant or replace a project’s current funding source(s) will not be accepted.
- Acquisition of property or new construction are not eligible for funding.

### **Project Completion Timeframes**

For most project types, the proposed project should be operational within 1 to 3 months following the award of funding. For rehabilitation projects, proposed projects should be ‘Shovel Ready.’ Shovel Ready projects are projects where planning and engineering are advanced enough that with sufficient funding, construction can begin within a very short time, including the ability to ensure occupancy of units within 12 months or less following an award of funding.

## **SECTION I: Funding Opportunities Available/Anticipated– New/Renewals**

In anticipation of several funding opportunities that may become available over the next 12 months, for new, currently funded, expansion and/or renewal projects, the BHC is issuing an RFP for the following anticipated and known funding opportunities through the U.S. Department of Housing and Urban Development (HUD), The Florida Department of Children and Families (DCF) Office on Homelessness Unified Grant, and/or other funding sources.

### **NEW FUNDING AVAILABLE**

- **FY2023 HUD CoC Competition- New Project(s): ~ \$201,195**

CoC Bonus Project Amt. - \$82,845

DV Bonus Project Amount - \$118,350

HUD CoC Program funding for a New Project through a CoC Bonus and/or DV Bonus or reallocation can be used for the following project types, in accordance with 24 CFR Part 578.

- i. Permanent Housing (PH)
  - Permanent Supportive Housing (PSH)
  - Rapid Re-Housing (RRH)
- ii. Joint Transitional Housing – Rapid Rehousing (TH-RRH)
- iii. Coordinated Entry (SSO – CE)

Submission of a new or expanded project(s) through a Bonus category will be selected from the proposals received through this RFP process. If there are no DV Bonus or CoC Bonus project applications, the Lead Agency will submit an appropriate application on behalf of the CoC. This project will follow the ranking directives and placed accordingly without scoring.

- **Emergency Solutions Grant CV3 (ESG CV3) – Street Outreach, Emergency Shelter, Rapid Rehousing ~ \$42,711**

Funding is available for new and/or currently funded street outreach, emergency shelter and rapid re-housing programs, the State of Florida Emergency Solutions Grant CV3 funding provided by the Florida Department of Children & Families (DCF) under the federally funded Emergency Solutions Grant CV (ESG CV) program. The ESG CV3 funding is HUD reallocated ESG CV received by the State. These funds are regulated by

24 CFR 576, except where HUD’s CPD Notices 22-06 and 21-08 waiver or provide alternative requirements. The grant term for this funding is July 1, 2023, to June 30, 2024. Funds under this grant source may be used to prevent, prepare for, and respond to coronavirus, among individuals and families who are homeless or receiving homeless assistance and to support additional homeless assistance activities to mitigate the impacts created by coronavirus. ESG-CV3 has the same applicability throughout this RFP as ESG unless otherwise stated within this RFP, provided by the alternative requirements, waivers, and flexibilities established under the CARES Act, or addressed through other guidance from HUD or the DCF. This funding is non-renewable.

- **Challenge Grant (Chall) ~ \$TBD**

The BHC will make available the Florida Challenge Grant funding provided by the Florida Department of Children & Families (DCF). Florida Challenge Grant program funding shall be for the term of July 1, 2023, to June 30, 2024. Challenge grant funds are a flexible funding source utilized to support programs and activities outlined in the Brevard CoC’s strategic plan in an effort to reduce homelessness. Other programs and activities that may be funded are outlined in the ESG Program Guidance and may also include additional priorities of the Florida Department of Children & Families (DCF). At the time of the release of this RFP, the BHC has not received any additional information on the amount or timing of when these funds will be available or DCF’s funded priorities. To be prepared for the potential availability of funds, please review the Brevard CoC 2023-2026 Strategic Plan (<https://9ja.f0a.myftpupload.com/wp-content/uploads/2023/05/2023-2026-Brevard-CoC-Strategic-Plan-Final.pdf>).

### RENEWAL FUNDING AVAILABLE

The funding and applicable projects listed in this section are considered Renewal Projects for BHC’s 2023 Universal RFP Cycle and the funded agency ***MUST submit a Letter of Intent to Renew Form in response to this RFP.***

If an eligible renewal project does not submit a letter to renew and/or informs BHC in writing that they will not be seeking renewal, BHC will utilize the project’s funding for a new project selected from the project proposals received during the Universal RFP cycle.

- **FY2023 HUD CoC Program – Renewal Projects ~ \$882,817**

Additional information and requirements specific to the HUD CoC Program Competition will be released as an addendum to this RFP to ensure compliance with any and all of HUD’s requirements contained in their (HUD) FY2023 CoC Program Competition NOFO.

**CoC Renewal Projects** - The following CoC projects are eligible for renewal based on the approved funding award amounts from HUD’s 2022 CoC Program Competitive Renewal process:

Agency	Subrecipient (if applicable)	Project Name	Project Type	Renewal Funding (FY22 Awards)
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HfH Supportive Housing, Inc.	N/A	Permanent Supportive Housing Project	PSH - Leasing	<b>\$383,982</b>
Community of Hope, Inc.	N/A	Path of Hope	RRH	<b>\$52,036</b>
HfH Supportive Housing, Inc.	N/A	Rapid Rehousing Project	RRH	<b>\$32,832</b>
Carrfour Supportive Housing	N/A	Heritage Park Project	PSH- Project Based	<b>\$20,000</b>
Brevard Homeless Coalition, Inc.	Carrfour Supportive Housing	Heritage Park Project Expansion	PSH- Project Based	<b>\$140,122</b>
Brevard Homeless Coalition, Inc.	Eckerd Connects	Domestic Violence - Rapid Rehousing Project	PH-RRH	<b>\$92,076</b>
Brevard Homeless Coalition, Inc.	N/A	Domestic Violence – HMIS Project	SSO-HMIS	<b>\$18,529</b>
Brevard Homeless Coalition, Inc.	N/A	Homeless Management Information System (HMIS)	HMIS	<b>\$71,455</b>
Brevard Homeless Coalition, Inc.	N/A	Coordinated Entry	SSO-CE	<b>\$71,785</b>
			<b>Total</b>	<b>\$882,817</b>

BHC will issue the CoC Renewal Project Performance Score Card following HUD’s complete release of their FY 2023 CoC Program Competition NOFO. Agencies with renewal projects, both directly through HUD and as Sub-Recipients through BHC, are reminded that project performance will be reviewed using the timeframe of 10/1/2021 to 9/30/2022 to align the project performance review with the dates required for the Brevard County CoC’s System Performance Measures that will be submitted to HUD and scored by HUD as part of the CoC Program Competition. BHC will utilize the HMIS CoC-Annual Performance Report (APR) and Data Quality reports for the Renewal Project Performance Score Card.

**FY 2023 CoC Program Reallocation Policy:**

Reallocation of HUD CoC funding provides CoC’s with the opportunity to 1) reallocate excess funding and 2) to move funding from low-performing projects to new projects with the intent that the new project(s) will be higher performing. Reallocation can be done either through voluntary reallocation or through forced reallocation based on a CoC’s published reallocation process for low-performing projects. HUD examines and considers a CoC’s ratio of reallocation when scoring a CoC’s Application, as it demonstrates to HUD that CoC’s are consistently evaluating the effectiveness of the funding awarded to a CoC’s projects and working to ensure that all HUD CoC funded projects are being used to effectively end homelessness.

For the FY 2023 HUD CoC Cycle, the CoC will focus on voluntary reallocation, as described below:

- **Excess Funding Awards** – HUD CoC funded projects, including those where the agency is a direct HUD recipient and/or a BHC Sub-recipient, should review their current renewal amount compared to their actual expenses over the past 2 funded years. If a project has not expended all funding awarded, that agency should consider the actual amount needed to fulfill their grant outcomes, including serving the same number of clients/households as well as units to determine what, if any amount, can be reallocated to a new CoC project.



- **Low Performing Projects** – CoC Projects that have consecutively been in Tier 2 based on ranking and scoring of their projects should consider voluntarily reallocating their funding in the FY 2023 funding competition. The funding decisions for projects in Tier 2 will always fall to HUD, based on the criteria they established in the NOFO and are always at risk of a decision by HUD to not renew. While HUD has not indicated they will consider a project’s previous application project ranking when making their Tier 2 funding decisions, it is also not outside the realm of possibility for HUD to do so as they continue to focus their funding decisions on high performing projects.

Reallocated funding will be utilized for New Projects as allowable under HUD’s FY 2023 NOFO, with any new project to be selected from new project proposals received as part of this RFP. An agency that voluntarily chooses to provide funding for reallocation may submit a new project proposal that will be considered for the reallocated funding but is not guaranteed to be selected.

Additional information about HUD CoC Program eligible activities and expenses, can be found on the HUD Exchange - <https://www.hudexchange.info/coc/coc-program-law-regulations-and-notice>, including the Continuum of Care (CoC) Program Interim Rule - <https://www.hudexchange.info/resource/2033/hearth-coc-program-interim-rule>

### **Notice of Intent to Renew**

Agencies that want to renew their current projects as indicated in the renewal lists in this RFP **must** submit the Notice of Intent to Renew Form. The Notice of Intent to Renew form must be completed and signed by an authorized representative of the agency. The Notice of Intent to Renew Form information will include:

- Requests to renew their project(s), and
- States the amount of their renewal funding for HUD-CoC
- If the agency would be interested in expanding their renewal project(s).
- Must also clearly indicate:
  - if the renewal funding amount listed to be renewed is the full allowable amount,
  - if any of the project(s) funding is being voluntarily released for reallocation, and/or
  - if any projects will be consolidated in the FY2023 HUD CoC Program Competition.

Notice of Intent to Renew must be submitted to BHC by Thursday, July 27, 2023 @ 5:00 PM. Notices received after this date and time will not be accepted, and therefore the funding will not be renewed.

## **SECTION II: Important Information for Potential Sub-Recipients**

For all funding opportunities, except for HUD CoC Renewal Projects in which the agency is currently the direct recipient from HUD, BHC will be the “grantee” and the selected agency will be the ‘sub-recipient.’



## **Administrative Costs**

The amount of funds available for administrative cost varies from source to source, with some funding sources providing no admin funding. Therefore, for the purposes of proposal submission, applicants may include up to 50 percent of the funding's maximum allowable admin expenses. However, if awarded funding, the project's actual admin funding will be based on available and allowable admin funding as determined by the funding sources.

All new projects will be submitted with BHC as the grantee and the submitting agency as the sub-recipient. The sub-recipient will be responsible for ensuring 100 percent of the required match for the project's full grant award is met. The BHC will receive 50 percent of the allowable admin funding for all new projects.

For funding opportunities that do not provide admin to the sub-recipient, admin costs are an allowable match expense, when documented and based on actual costs. A cost allocation plan will be required. Additionally, projects that do provide some funding to the sub-recipient for admin costs, if admin costs exceed the allowable funded amount, the additional costs can be used for match, if documented and based on actual costs.

## **Cost Reimbursement / Financial Viability**

All contracts will be on a cost reimbursement basis. Sub-recipients will be required to submit to BHC proper back up documentation for project eligible expenses as determined by the funding source regulations and requirements. Therefore, organizations need to demonstrate the financial viability to operate a federally funded program strictly on a reimbursement basis. A financially viable organization is one that can:

- Operate for a minimum of 90 days pending reimbursement without financial hardship;
- Demonstrate an existing and consistent cash flow; and
- Have a separation of duties for personnel time allocations, etc.

## **Match**

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match funding must be documented in writing. While the required amount of match differs based on funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency's other funded projects which may also provide services to the funded project's clients or through community partners that are providing additional, eligible services to a funded project's clients. Match may be by component if the funding source allows both components as eligible. For example, a rapid rehousing project may utilize emergency shelter expenses as match as both components (RRH and shelter) are eligible ESG expenses.

In general, match for CoC funded projects is 25 percent of the full grant award (except where funds are received for leasing in a PSH-type project, a match is not required for this portion of funding); for ESG and projects operating under ESG guidelines, the match is 100 percent of the full grant award amount. ESGCV3 funding does not require a match.

For additional resources on match types, please see:

<https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-match/coc-match-overview/>

### **Cost of Submitting Proposals**

The cost of preparing and submitting a proposal is the sole responsibility of the applicant and shall not be chargeable in any manner to BHC. BHC will not reimburse any applicant costs associated with the preparation and submission of a proposal, including but not limited to, expenses incurred in making an oral presentation or time spent in the mandatory pre-proposal workshop.

### **Conflict of Interest**

BHC requires that the applicants provide professional, objective, and impartial advice and at all times hold BHC's interests paramount, strictly avoiding conflicts with other assignments or their own corporate interests and act without any consideration for future work. Applicants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve in the best interest of BHC, or that may reasonably be perceived as having this effect. If BHC, in its sole discretion, determines that a conflict of interest exists, the applicant shall not be considered for a funding award. Failure to disclose said situations may lead to the disqualification of the applicant.

### **State and Federal Administrative Requirements**

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFP will be required to comply with a variety of requirements governing the use of State and Federal funds. These include but are not limited to 2 CFR 200 - UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS [streamlines and consolidated previous Standards for Financial Management (OMB Circular A-110), Cost Principles and Allowable Costs (OMB Circular A-122), Federal Audit Standards (OMB Circular A-133), Conflict of Interest (OMB Circular A-110 and 24 CFR 576.79), and Procurement Principles (OMB Circular A-110).]

Additionally, agencies awarded funds through this RFP will be required to provide access to their financial records to a representative of BHC to evaluate their financial management systems. BHC staff will monitor each program to ensure compliance with the terms of the funding agreement between the BHC and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

### **Indirect Cost Rates**

The use of the indirect cost rate is not applicable under this RFP.

### **Liability Insurance Required for All Grants**

All agencies awarded funds as a Sub-Recipient will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement if awarded. The Brevard Homeless Coalition *must be named as additionally insured on the policy*. The cost of the insurance may be included in the project budget.

### **Handicapped Accessibility**

All projects must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and Americans with Disabilities Act (ADA).

## **Nondiscrimination**

All agencies must ensure nondiscrimination. This applies to employment, and contracting as well as to marketing, and selection of project participants. Discrimination is not allowed on grounds of race, color, national origin, religion, sex, age, or disability. Fair Housing laws prohibit discrimination based on the above and on familial status. Disability includes persons living with AIDS. The requirements in 24 CFR part 5, subpart A are applicable, including the nondiscrimination and equal opportunity requirements at 24 CFR 5.105(a). Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. 1701u, and implementing regulations at 24 CFR part 135 apply, except that homeless individuals have priority over other Section 3 residents in accordance with § 576.405(c).

Additionally, all projects must comply with **HUD's Equal Access to Housing Final Rule** which requires that recipients and subrecipients of CPD funding, as well as owners, operators, and managers of shelters, and other buildings and facilities and providers of services funded in whole or in part by any CPD program to grant equal access to such facilities, and other buildings and facilities, benefits, accommodations and services to individuals in accordance with the individual's gender identity, and in a manner that affords equal access to the individual's family. Records demonstrating compliance with the nondiscrimination and equal opportunity requirements under § 576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

## **Formal Termination Policy**

Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination process for rental assistance, leasing, and/or housing relocation and stabilization services must include 1) written notice to the program participant, with clear statement of reasons for termination; 2) review of decision to terminate, with opportunity for the program participant to present written or oral objections to agency; and 3) prompt written notice to the project participant of final decision.

## **Supportive Assistance**

Agencies awarded funds must assure that homeless individuals and families are given assistance in obtaining appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving independent living. Additionally, agencies must ensure that the individuals and families are assisted in obtaining other Federal, State, local and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services programs for which they are eligible such as: TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs.

## **Confidentiality**

Agencies must comply with confidentiality requirements pertaining to the records and locations of programs providing family violence prevention or treatment services.

### **Participation in Continuum of Care (CoC)**

Any agency awarded funding through this RFP is **required** to 1) actively participate in the CoC including attendance at the CoC General Membership meetings, 2) comply with HMIS Policy and Procedures, and 3) participate in the Coordinated Entry Process, as outlined below:

- **Active CoC Participation (Agency is an “Active” member)** – as defined by the Brevard County CoC Governance Charter, active CoC member includes attendance at 75 percent of the CoC General Membership meetings.
- **HMIS Compliance** – Any project that is awarded funding through BHC will be required to participate in Brevard County CoC’s Homeless Management Information System (HMIS). “Participate” is defined as actively entering client-level data in accordance with the HUD, Bell Data Standards, and BHC data quality standards as outlined in the HMIS Agency and User Agreements. For data to be deemed complete, there cannot be more than the allowable rate of data quality errors (less than or equal to 5%) as laid out in as outlined in the Brevard CoC Data Quality Plan. Domestic violence agencies are exempt from entering into HMIS but are required to use a comparable database to submit de-identified and aggregate reports.
- **Coordinated Entry** – Any project that is awarded funding through this RFP will be required to participate in the Brevard County CoC’s Coordinated Access and Entry process and follow the established processes in accordance with the project type.

### **Maximum/Minimum Funding Request Amounts**

There is not a minimum or maximum amount of funds an agency can request for a new, expanded or currently existing project (excluding CoC Renewal Projects). BHC reserves the right to award more or less than the amount of funds requested based on funding available and project impact. CoC renewal projects may not request more than the renewal amounts listed in this RFP. CoC projects may request less than the amount listed if they are voluntarily providing funding for reallocation. Any funding that may become available due to a renewal project’s reduced request may be allocated/reallocated to a new project as stated in this RFP.

### **Ineligible Costs**

Funds awarded may not be used for entertainment, lobbying expenses, or other ineligible expenses under applicable funding regulations.

### **Resources**

Nearly all funding available through this Universal RFP will be or is HUD Funding. BHC strongly encourages agencies and their grant writers to familiarize themselves with HUD’s regulations for each funding type in order to gain understanding of the type of activities and costs are eligible.

The HUD Exchange (<https://www.hudexchange.info>) is THE ‘go to’ resource for accessing information on the following funding streams.

- HUD CoC Program - <https://www.hudexchange.info/programs/coc/>
- HUD ESG Program - <https://www.hudexchange.info/programs/esg/>
- HUD ESG CV Program - <https://www.hudexchange.info/programs/esg/esg-cv/#program-requirements>

## SECTION III: Eligibility Criteria to Apply and Proposal Requirements

This section includes the eligibility criteria to apply and the new, currently funded, expanded, and/or renewal project proposal requirements for **non-profit agencies** seeking funding for Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Transitional Housing-RRH (TH-RRH), Emergency Shelter (ES), Street Outreach (SO), and Homeless Prevention (HP) project types that would fall under one or more of the following – HUD-CoC Program, ESG and ESG CV3. All public & private non-profit organizations that currently provide services as well as those that want to expand to provide services to homeless individuals/households and those at-risk of becoming homeless are eligible to apply if they meet the criteria below.

- 501(c)3 certification\*;
- Registered and in good standing in the State of Florida based on an up-to-date filing with the Secretary of State, Division of Corporations;
- No active exclusions indicated on the entity's SAM.Gov listing;
- Active and participating CoC Member agency; and,
- HMIS participating agency.

*\*NOTE: Religious Organizations (e.g., churches) that are registered as a non-profit organization in the State of Florida that do not have a 501 (c) 3 certification are still eligible to apply as the Federal government recognizes donation to religious organizations to be tax deductible. Any project by a religious organization selected for funding must ensure that participation in religious/faith teachings/services is not a requirement for services as funding would not be eligible for religious purposes.*

Organizations must be able to successfully register with SAM.gov and obtain the items below prior to the execution of any funding agreement.

- **Federal Unique Entity Identifier.** Effective April 4, 2022, the federal government stopped using the DUNS Number to uniquely identify entities. Now, entities doing business with the federal government, including those that would receive federal grant funds passed through BHC, use the Unique Entity ID created in SAM.gov; and,
- **CAGE Code**

Any party on the Excluded Parties List System or show active exclusions on the entity's SAM.GOV listing will be considered **ineligible** for funding. BHC uses SAM.gov to verify if a party (agency) is on the excluded list/has active exclusions.

## SECTION IV: APPLICATION INFORMATION

If your organization would like to submit a proposal for consideration, please submit using the Online Application link provided to the attendees of the Mandatory Pre-Proposal Workshop.

### **RENEWAL PROJECT(S)**

Agencies seeking renewal funding listed in the Renewal Funding Available List will be required to submit an **Intent to Renew**. Please see the information in the appropriate funding opportunities section for more information.

## **NEW PROJECT(S)**

For all project funding requests, applicants are required to submit an **Intent to Apply** and complete an application via the Online Application link. The Online Application link will be shared with the attendees of the Mandatory Pre-Proposal Workshop.

The Online Application consists of the following:

### Organizational Details

#### **Organizational Capacity and Experience Narrative - maximum of 1,500 words**

The applicant should:

- Demonstrate a history of assessing the needs of, and providing services to, low-income individuals/households who are homeless, formerly homeless or at risk of becoming homeless.
- Describe experience of operating at least similar projects, including performance outcome data from similar programs operated by the organization that shows the effects of the services provided.
- Describe the federal, state, and/or local government grant experience and the current capacity of the organization and each person responsible for grant administration including program regulations and requirements, financial processing and billing, and data accuracy and reporting. NOTE: When thinking of organizational capacity, focus should be placed on how your organization defines what it means to provide quality case management. In order to do this, briefly describe your organization's philosophy including caseloads and ability to provide care that is safe, timely, effective, efficient, equitable and client-centered.
- Indicate what, if any, capacity increases would be necessary if funding is awarded.
- Describe the financial health of the organization.

*NOTE: Please do not assume that the reviewer/scorer is familiar with your organization's history or capacity. This section will be scored based on the content included in your Organizational Capacity and Experience Narrative.*

#### **Cost Allocation Plan – maximum 500 words**

Describe how your agency calculates costs shared between different projects within your organization, such as admin expenses, shared office space, etc. as applicable to the project being proposed. Remember, not all project funding will include admin expenses, however in most cases, admin expenses can be match for a project. *An indirect rate for admin cannot be used.*

#### **Agency Compliance Narrative – maximum of 500 words**

Describe your organization's compliance history to include:

- Past compliance findings or concern for other funding sources, to include identifying the other funding sources,
- Compliance findings/concerns from other monitoring agencies
- Any Prior Audit Findings and Questioned Costs indicated in the agency's audited financial reports within the past 3 years or that are older but unresolved.
- Status of any of the compliance findings/concerns reported, such as resolved, unresolved



*NOTE: The agency compliance narrative should be supported by the agency's most recent financial audit that is being submitted as part of the proposal if applicable.*

**Inclusion of Persons with Lived Experience Narrative - maximum 1000 words**

Describe AND demonstrate how your organization incorporates the inclusion of input and experience of persons with lived experience in your organizational structure, decision-making, quality improvement efforts and program design, related to homeless services provided. The narrative should include information beyond “our policy is.” The specific activities (or similar) listed below, will be scored (see Scoring Criteria).

- Representation on the organization’s Board of Director’s or other decision-making board
- CoC Lived Experience Committee
- Emphasis on hiring Person with Lived Experience
- Use of Peer Mentors that provide feedback
- Satisfaction surveys / comment cards

**Improving Assistance to LGBTQ+ Individuals Narrative - maximum 500 words**

Describe how your agency/project helps address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families including privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects.

**Agency Racial Equity Narrative - maximum 500 words**

Describe how your agency reviews and evaluates/will review and evaluate for racial equity and utilize information to move the project towards full racial equity.

**Organization Attachments:**

**Articles of Incorporation** - Evidence of Organization’s operations of at least 2 years

**Evidence 501(c)3 Status** – IRS Determination or Affirmation Letter of organization’s 501(c)3 status (or explanation statement/documentation if faith-based entity)

**Evidence of Good Standing with the State of Florida** – Most recent annual report filed with the Florida Department of State, Division of Corporations (<https://dos.myflorida.com/sunbiz/>).  
*NOTE: This is not the State Tax Exempt certificate.*

**Organization’s Excluded Parties List System (EPLS) Status** - Organization’s status from the System for Award Management (SAM): [www.SAM.gov](http://www.SAM.gov) (Search Record – Entity Registration Summary) that shows agency has no active exclusions.

**Current Organizational Budget**

**Most Recently Submitted Federal Form 990**

**Most Recent Financial Audit including Supplementary Information and Other Reports and The Management Letter**

- a) If the agency does not engage in a financial audit, please submit a question, as outlined in the RFP Questions section, and be received no later than 5 p.m. on Thursday, August 3, 2023, for information about other acceptable financial submissions.



b) If the ending financial period date of the most recent financial audit is more than 365 days old, please additionally include internal unaudited financial information for the most recent year end. (Example – if the agency’s most recent audit is for the year ended December 31, 2021, they must submit that audit but also the internal unaudited financials (Statement of Financial Position and Statement of Activities) for the year ended December 31, 2022.

**Current List of Board of Directors (include lived experience, gender, race and ethnicity details)** – Please provide following demographic make-up:

- Lived Experience: Yes/No
- Gender: Woman, Man, Culturally Specific Identity (e.g., Two Spirit), Transgender, Non-binary, Questioning, Different Identity
- Race: American Indian or Alaska Native or Indigenous, Asian or Asian American, Black or African American or African, Hispanic/Latina/e/o, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White
- Ethnicity: Hispanic/Latina/e/o or Non-Hispanic/Latina/e/o

**Current Organizational Chart (include lived experience, gender, race and ethnicity details)**

– Please provide following demographic make-up:

- Lived Experience: Yes/No
- Gender: Woman, Man, Culturally Specific Identity (e.g., Two Spirit), Transgender, Non-binary, Questioning, Different Identity
- Race: American Indian or Alaska Native or Indigenous, Asian or Asian American, Black or African American or African, Hispanic/Latina/e/o, Middle Eastern or North African, Native Hawaiian or Pacific Islander, White
- Ethnicity: Hispanic/Latina/e/o or Non-Hispanic/Latina/e/o

Project Details

**Project Description** – (approximately 1,500 words)

A. Overview - The narrative should provide an overview of the proposed project. It should

- provide sufficient information to understand the scope of the project, the clients to be served, the services to be provided and the cost of the proposed activities.
- detail how the project will follow a “Housing First” approach to maintain a low barriers process for accessing housing and services to quickly move clients into permanent housing.
- detail the project’s plan to use and/or connect to SOAR (SSI/SSDI Outreach, Access, and Recovery) specialists.
- explain/describe how the project:
  - will improve the performance of the community’s overall system, fills a gap/need within our system, and moves the community forward to make homelessness rare, brief and nonrecurring
  - is innovative, “outside the box” that will utilize demonstrative effective practices and/or ‘next practices”
- If the project is an expansion of a current project and/or is to be combined with other available funding sources or a component of an overall program (that are not included in this RFP), the description should detail any resources/funding/components that will be part of the overall project.

*NOTE: If the project description narrative states the project is unique or different from other projects in the community, be sure to concisely describe what makes the project distinguishable from similar projects in the community.*

**Housing First/Low Barrier Questionnaire (all project types)** – to be answered based on the project in the proposal

**Client Demographics/Target Population/Sub-Population to be Served** - The proposal should detail the demographics of the individuals/households to be served including target household types, subpopulations, and economic and other demographic information of the individuals/households to be served. To be considered a ‘target’, the project must serve at least 75 percent of the household type / sub-populations they indicate are the project’s “target.”

- Household Type: Households without Children, Households with Children, Children Only Households (note: children are defined as those under the age of 18).
- Target Populations: Chronic Homeless, Veterans, Domestic Violence, Families with Children, Unaccompanied Youth/Parenting Youth, those living unsheltered.
- Economic Demographics (based on AML): Extremely Low Income (<30%), Very-Low Income (31% to 50%), Low-Income (51%-80%).
- Other Demographics: persons with disabling conditions such as mental/emotional/behavioral health conditions, substance abuse, physical/intellectual disabilities, and persons with HIV/AIDS.

The proposal should also clearly identify and describe the characteristics and needs of the clients to be served by the project.

**Project Performance Outcomes** - The proposal should state the anticipated number of clients (adults, children, households) the project will serve on an annual basis along with concise, identified, and measurable outcomes including the percentage of persons/households expected to achieve each outcome.

The outcomes should not refer to the services/activities to be provided by the applicant but instead the accomplishments of the clients as a result of provided services. For example:

75% will be referred to a community agency for employment services is an activity.  
75% of those assisted will increase their earned income is a measurable outcome.

80% will receive a referral to a permanent housing program is an activity. 70% will exit to permanent housing is a measurable outcome.

The following Outcome Measurements, based on project type, are required to be included in the project proposal:

- Average and median length of stay for participants (ES/TH)
- Percent of participants/households that will exit to a permanent housing situation (ES/TH/RRH/PSH)
- Average Length of time from project enrollment to permanent housing placement (ES/TH/RRH/PSH)
- Percent of adult participants that have increased Earned Income from entry to exit, or entry to latest status (annual assessment) (ES/TH/RRH/PSH)

- Percent of adult participants that have Increased Total Income from entry to exit, or entry to latest status (annual assessment) (ES/TH/RRH/PSH)
- Percent of unsheltered persons served in street outreach projects who exit to emergency shelter, safe haven, transitional housing, or permanent housing destinations (SO)
- Percent of unsheltered persons encountered in street outreach projects that will become engaged (agree to housing plan) (SO)

NOTE: Failure to include these required outcomes measurements will result in a lower score; projects that operate current projects are encouraged to include current outcomes references.

**Budget Summary** If additional “Other” items are needed to show all the project’s costs, please add lines to the Budget Summary Form as needed within a section.

**Detailed Budget/Financial Plan Narrative – maximum of 1,000 words.** The narrative must include the following:

- Explain in detail how the amount of funding being requested and/or listed as match in each section of the Budget Summary Form was calculated. Examples:
  - If the project is requesting case management staff, then the narrative should state: 2 FTE Salary at \$50,000/year; 2 FTE benefits/fringe at 10% of salary
  - Transportation – 50 31-day bus passes at \$36/pass
- If funding is being requested for acquisitions or rehabilitation, be sure to explain the overall project’s budget and financing plan.
- Explain the agency’s process to ensure adequate cash flow to operate when receiving funding that is based on a cost reimbursement process.

**Match Narrative and Documentation of Commitment – (approximately 500 words) plus unlimited number of Match Commitment Letters**

Detailed description of the agency’s ability to provide in-kind and/or cash match to the proposed project through the agency’s internal resources and/or community resources. The description must include the source of the match and what the match will provide towards the project. Letters from collaborating agencies or letters from other funding sources should clearly specify their role in the proposed project or contribution (financial or in-kind) that they will make and the timeframe the match will be available. To be clear, these letters should apply directly to the project being submitted in this RFP or directly related to the project. If the agency will be utilizing match from another contract and/or through services provided by another agency or internal project, written documentation stating;

- 1) the eligible services/expenses being used as match,
- 2) the amount that may be used for match, and
- 3) the time frame the match will be available to be used for the project, if funded must be included.

Any letter(s) or documentation of match commitment included in the proposal do not count towards the page limit for match.

*NOTE: This narrative should clearly show how the match amount listed on the RFP application was determined and therefore the totals should match. This narrative should clearly indicate*

*which match is committed and non-committed (anticipated). For the non-committed match, the narrative should explain the probability of the non-committed match being available.*

### **Project Attachments:**

#### **Match Commitment Worksheet**

#### **Match Commitment Letters**

#### **Budget Summary Form**

### **Proposal Format**

Applications must be submitted online using the Online Submission link provided to the attendees of the Mandatory Pre-Proposal Workshop.

The RFP Application must be submitted and digitally signed by an agency official designated to execute contracts.

Requested narratives should be concise yet detailed. Don't include information or attachments not related to the specific project proposal or that are not specifically requested in this RFP. Do not reference websites/webpages for reviewers to access additional information in support of your narrative.

### **Fatal Flaws – All Applications/Submitted Proposals**

Proposals that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applicant agency did not attend the Mandatory Pre-Proposal TA Workshop on Thursday, July 20<sup>th</sup>.
- Proposals received after 9:00 AM on Monday, August 28<sup>th</sup>. Proposals received from agency not eligible to apply
  - Non-profit agency is not a 501c3, has not been in operation for at least 2 years, and/or is not in good standing with the State of Florida, and/or is listed on the Excluded Parties List
  - Developer/Investor – not a legally formed entity at time of application based on Florida Department of State, Division of Corporations and/or listed on the Excluded Parties List
- The RFP Application is not signed by an agency official designated to execute contracts
- Proposals not submitted electronically through the online submission link
- Proposals not including all required documents as stated in this RFP for applicable project submission
- Proposals exceeding stated word count maximums in any section as indicated in this RFP
- Proposals with missing or corrected documents received after the submission date

## **SECTION V: Funding Priorities**

The funding priorities directly align with the Brevard CoC 2023-2026 Strategic Plan, as outlined in Section I (Overview and Context). The order of priorities established by the CoC is as follows:

1. Build: Permanent Housing (Permanent Supportive and Rapid Rehousing)
2. Reduce: Street Outreach (dedicated access points into Coordinated Entry and diversified outreach)
3. Reduce: Emergency Shelter (increasing low barrier shelter beds)
4. Prevent: Coordinated Entry Access & Assessment (ensuring equitable access points and assessment tools)
5. Prevent: Homelessness Prevention (targeted)

While the above funding priorities have been established for the 2023 Universal RFP, not all funding sources included can be used to fund all the project types listed in the funding priorities. For example, HUD-CoC funding cannot be used for emergency shelter, homelessness prevention or street outreach.

Proposed projects that clearly describe how the project will move the community forward to make homelessness rare, brief, and non-recurring by achieving these goals and objectives set forth by the Brevard County CoC will score higher and therefore be given higher consideration for funding.

## SECTION VI: Proposal Evaluation and Selection

All proposals submitted by the deadline will be competing in a multiple-phase process:

### **Phase 1 – Threshold Requirements – Eligibility Criteria to Apply and Proposal Requirements**

Proposals will be reviewed by BHC staff for adherence to the Eligibility Criteria to Apply and Proposal Requirements stated in this RFP, to include:

1. Applicant Eligibility - Applicant eligibility will be determined based on the eligibility to apply criteria, based on type of agency/funding, as described in Section III of these instructions.
2. Proposal Eligibility – Proposal eligibility will be determined based on the submitted proposal containing no fatal flaws as listed in this RFP.

If BHC determines these standards are not met in accordance with the listed Fatal Flaws indicated above, the project will be rejected, and the applicant agency notified by letter. BHC staff may consult with the Ranking and Review Committee in determine whether or not the standards were met. If the applicant and proposal are determined eligible, then the proposal will proceed to Phase 2 - Proposal Review, Scoring and Selection Process.

### **Phase 2 – Proposal Review, Scoring and Selection Process**

Proposals that meet threshold criteria will be forwarded to the BHC Ranking and Review Committee (made up of representatives from the CoC Advisory Council and the BHC Board of Directors, the Lived Experience Committee) for review, scoring, and ranking.

- A. The BHC Ranking and Review Committee Members will meet to review and score each project proposal using the BHC 2023 RFP Threshold and Scoring Criteria, with each proposal reviewed and scored by at least 3 members of the Committee. BHC staff will provide needed back up documentation, such as the applicant agency's attendance at the monthly CoC meetings over the past 12 months, CoC Committee participation, and HMIS participation that will be used in completing the scoring.

Members of the BHC Ranking and Review Committee who have a vested interest in a submitted project proposal will recuse themselves from scoring the project for which they have a vested interest. A vested interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is direct partner and/or would otherwise directly benefit of the proposed project.

- B. Lived Experience Scoring – Inclusion of Persons With Lived Experience –will complete a separate scoring of the Inclusion of Persons With Lived Experience narrative (a required proposal item). Scores from this process will be added to the Total Ranking and Review Score to determine Final Total Score.
- C. The BHC Ranking and Review Committee members will meet to review the project proposals and determine a recommendation of funding to be presented to the CoC Advisory Council and then to the BHC Board of Directors for approval. The BHC Ranking and Review Committee recommendation of funding will include:
  - 1) recommendations for funding for projects in which funding is already available,
  - 2) recommendations for conditional awards for projects which funding is not currently available and
  - 3) recommendations for non-funding.

Projects that are conditionally awarded will be considered for appropriate funding opportunities if such funding is received by BHC.

### **Notice of Final Decision**

Upon approval of the BHC Board of Directors, BHC staff is required to provide written notice to each applicant of the decision to award, conditionally award or not award the project funding following the Thursday, September 7, 2023, BHC Board of Directors' meeting. BHC staff will provide notice to each applicant by **Friday, September 8, 2023, by 5 p.m.**

### **Appeals Process**

All eligible applicants submitting a project may appeal a decision of non-selection for funding. Appeals must be written and received by BHC no later than the third (3<sup>rd</sup>) business day following the date for Notice of Conditional Selection or Non-Selection indicated in this RFP timeline. Appeals (one original) must be submitted via email to [grants@brevardhomelesscoalition.org](mailto:grants@brevardhomelesscoalition.org). It is incumbent upon the agency submitting an appeal to verify that the request has been received by the deadline.

The notice of appeal must include a written statement specifying in detail each and every one of the grounds asserted for the appeal. The appeal must be signed by an individual authorized to represent the sponsor agency (i.e., Executive Director) and must include (highlight and cite) the specific sections of the application on which the appeal is based. The appealing agency must specify facts and evidence sufficient for BHC to determine the validity of the appeal. That is, the notice of appeal must have attached the specific areas of the application being appealed and must also clearly explain why the information provided is adequate enough to gain additional points.



## SECTION VII: Project Scoring and Ranking

HUD requires and evaluates a CoC's ability to have a "coordinated, inclusive, and outcome-oriented community process for the solicitation, objective review, ranking, and selection of project applications, and a process by which renewal projects are reviewed for performance and compliance with 24 CFR part 578" and made publicly available as part of this RFP.

With this in mind, in considering the severity of needs and vulnerabilities of the community and the availability of resources, the Palm Bay, Melbourne/Brevard County CoC considered projects for inclusion into the CoC's Consolidated Application based on organizations submittal of a renewal application, a new/expanded/currently funded applicable project in response to this RFP, and/or would have a significant impact on the overall development and improvement of the CoC's performance as a coordinated system.

### Project Level Objective Scoring Criteria and Past Performance

#### Renewal Projects

Renewals will continue to be scored and ranked according to performance data, utilizing a standard year based on HUD's most recent System Performance Measurements data range, which for FY 2023 is **October 1, 2021, to September 30, 2022, and utilizing the CoC APR for most scoring elements.** This is to align project level data to its impact on System Performance Measurements. The renewal scoring includes factors included on the Renewal Project Performance Scorecard and are related, but not limited, to:

- Length of Time Homeless (project entry to housing move in)
- Exits to Permanent Housing Destinations
- Increase in Earned and Total Income
- Percent that Exit to another Homeless Situation
- HMIS Data Quality and Completeness
- System-Wide and Project Level Performance
- Amount of awarded funds expended and timeliness of draw down
- Coordinated Entry Participation
- CoC Participation
- Inclusion of persons with lived experience
- Racial/Ethnic Equity & Inclusion
- Project Population

The Renewal Project Performance ScoreCard (as of this draft) has a total point available of **123** with **53%** percent directly related to system-wide performance outcomes. The detail of each scoring category can be found in the RFP attachments.

Proposal applicants, including direct grantees and sub-recipients of BHC that do not submit the proper reports for scoring and/or utilize an incorrect date range for the reports, will receive a score of "0" for each outcome measurement that utilizes the data from the incorrectly submitted report.

HMIS and Coordinated Entry projects, which are critical to the overall functioning of the CoC, will not be included in the scoring process.

#### New/Expanded/Currently Funded Projects – CoC Bonus and DV Bonus



New/expanded/currently funded projects will be reviewed and scored with Project Scoring Criteria that includes proposed project level performance outcomes, including those listed below, and past performance of the same or similar projects. The FY 2023 RFP specifically includes a FY 2023 HUD CoC Program Bonus and DV Bonus project (s) in the list of expected funding opportunities for which the proposals received would be considered for selection.

Our 2023 RFP project proposal scoring criteria includes:

- HMIS Data Quality and Completeness (If existing HMIS user)
- System-Wide and Project Level Performance (If existing HMIS user)
- Coordinated Entry Participation
- CoC Participation
- Inclusion of persons with lived experience
- Racial/Ethnic Equity & Inclusion
- Project Population

While incorporating the System-Wide Performance Measurements, the new project scoring criteria (as of this draft) has a total of **121** points.

### **Scoring consideration for Victim Service Providers**

Recognizing the unique data collected by Victim Service Providers and the high need to ensure confidentiality for the safety of the households these agencies served, our CoC processes strive to ensure that Victim Service Providers are able to compete for funding opportunities on an equal footing with all other provider types.

Our RFP process for all new/expanded/currently funded projects were scored and selected through an application that required narratives and proposed project outcomes with no requirement of information that would contain personal identifiable information and maintain confidentiality of all clients served by any agency applying for funding.

Renewal CoC projects operated by a Victim Service Provider are scored using a CoC APR generated from their required HMIS comparable database as the CoC APR contains no indefinable client specific data. Currently, Victim Service Providers are not able to be scored related to direct Coordinated Entry participation as the current CoC process excludes the victim service provider from directly completing the CoC's HMIS based Coordinated Entry process and relies on partnerships with other agencies for connecting clients to the CoC's Coordinated Entry processes. Therefore, the points available for renewal projects directly related to coordinated entry participation would become points related to the degree the victim service provider improves the safety of the population they serve.

The victim service provider will provide a narrative with supporting aggregate data from their HMIS Comparable database that demonstrates the degree to which the victim service provider has improved the safety of the population they serve for the same time period as all other project performance measurements (October 1, 2021 – September 30, 2022).

### **Conflict of Interest**

A conscious effort is made to avoid conflict, or the perception thereof, when assigning applications for review. No member of the CoC Project Review Committee shall score their own agency's project applications; however, they may score other project applications if no other conflict has been identified. All reviewers are asked to identify any conflict that may exist

with any application they are assigned to review. BHC along with the members of the CoC Ranking and Review Committee understand and fully acknowledge that there is an inherent conflict of interest in having persons scoring other proposals that are competing for funding. However, we also understand and acknowledge that there is a need for scorers/reviewers to be highly knowledgeable about the overall CoC needs, best and next practices, regulations, etc. to be able to fully understand if a project application is a good model/proposal that meets a community need. BHC staff conducts a review of all scoring/reviewer data to monitor for signs of a scorer/reviewer that may be scoring in a manner that directly influences the outcome of the final results.

Please see the Critical Dates section of this addendum for the date the Ranking and Review Committee will meet to complete the scoring validation process.

### **\*\*\*Instructions for HUD FY23 Notice of Funding Opportunity (NOFO) CoC Competition\*\*\***

#### **PROJECT SCORING, RANKING AND PLACEMENT ON THE PROJECT PRIORITY LISTING**

HUD has continued to require CoC's to evaluate and rank project applications to demonstrate the CoC's priorities in their efforts to make homelessness rare, brief, and non-recurring. This process will utilize a multi-step process that encompasses both scoring outcomes and identified community priorities.

#### **Project Scoring**

A project's Performance Score is the primary factor in determining placement in the project's Ranking on the FY 2023 HUD CoC Program Competition Project Priority Listing and therefore the project's Tier placement.

- New/expanded/currently funded Projects (CoC and DV Bonus) are scored during the RFP process and are to be included in the FY2023 HUD CoC Program Competition. New/expanded/currently funded project applicants are required to complete the application submission no later than **9:00 AM on Monday, August 28, 2023.**
- Renewal project applicants will complete, for each of their renewal projects, the Renewal Project Performance ScoreCard utilizing the Renewal Project Performance ScoreCard instructions and other required documents; and complete the application requirements outlined in these instructions. All application items must be received by the deadline of no later than **9:00 AM on Monday, August 28, 2023.**
- HMIS and Coordinated Entry renewal projects are critical to the overall functioning of the CoC and will not be included in the scoring process.

#### **Ranking and Project Priority Listing (Tier) Placement Process**

All renewal project application documents and Renewal Project Performance ScoreCards will be reviewed and validated by no less than 3 members of the BHC Ranking and Review Committee.

Following the completion of the Review Process, BHC staff will present to the BHC Ranking and Review Committee a recommended Priority Project Ranking that incorporates Performance Scorecard scores and in accordance with the Ranking and Tier Placement Process.

1. Critical System Renewal Projects - HMIS and Coordinated Entry - Recognizing that some CoC-funded projects are a basic requirement for overall CoC system processes and functioning, HMIS and Coordinated Entry dedicated projects will be ranked on the Project Priority Listing as numbers 1 and 2 respectively.
2. Project Renewals - All other renewal Projects will be ranked in order of:
  - first-year renewal projects by project type with Permanent Supportive Housing (PSH) projects first and Rapid Rehousing (RRH) projects second; then by the project's Total ScoreCard score, in order of highest to lowest and
  - all other renewal projects with Permanent Supportive Housing (PSH) projects first and Rapid Rehousing (RRH) projects second; then by the project's Total ScoreCard score, in order of highest to lowest.

In the event of a same type project ScoreCard total is a tie, the scores for each of the ScoreCard Sections will be used, starting with Project Performance section. The project with the highest project performance section score will be ranked above the one with the lower performance score. This process will be used for each section, until one project is determined to have a higher score.

3. Consolidated Renewals Project – Consolidated Renewals will be ranked closest to the highest-ranking project of the two individual projects being consolidated and given the same ranking number as that project. For example, the highest ranking of the two projects is 5 and the lowest ranking is a 7, the consolidated project will also be placed as a second ranking of 5.
4. New/expanded/currently funded Projects - New/expanded/currently funded projects, including CoC and DV Bonus will be placed at the bottom of the ranking, in the order of the scores received during the RFP process, unless otherwise determined by HUD Directives and/or the Ranking and Review Committee. If there are no DV Bonus or CoC Bonus project applications, the Lead Agency will submit an appropriate application on behalf of the CoC. This project will follow the ranking directives and placed accordingly without scoring.

The BHC Ranking and Review Committee will meet between Tuesday, August 29<sup>th</sup> and Wednesday, September 6<sup>th</sup> to review the scoring results and recommended ranking based on the above. They will utilize the approved ranking directive (listed above) and HUD's scoring criteria, priorities, guidelines, and regulations to develop a recommended Project Priority List for the Collaborative Application to ensure the application submitted for the Palm Bay, Melbourne/Brevard County CoC (FL-513) is as competitive as possible. The BHC's Ranking and Review Committee's Project Priority List recommendation will be presented to the CoC Advisory Council on **Thursday, September 7, 2023 at 9 a.m.** The CoC Advisory Council's final recommendation will be presented to the BHC Board of Directors for final approval on Thursday, **September 7, 2023 at 4 p.m.**

NOTE: The CoC Planning Project is not included in HUD's tier process.

## SECTION VIII: RFP Documents and Attachments

See: <https://brevardhomelesscoalition.org/fy-2023-grant-opportunities/> for links to download each attachment.

- HMIS Participation (All Projects)
- CoC Agency Attendance Report (August 2022 -July 2023) (All projects)
- FY 2022 Coordinated Entry Audit Report (All projects)
- FY2023 Renewal Project Performance Scorecard Instructions (Renewals)
- FY2023 Renewal Project Scorecard in Excel (Renewals)
- Budget Template (New projects)
- Match Template (New Projects)

2023 Universal RFP Revision History	
DATE	REVISION
July 21, 2023	Removed “Innovative Proposals” section per updated DCF guidance on Challenge Grant funding
July 26, 2023	Updated funding available amount on page 9
August 8, 2023	<ol style="list-style-type: none"> <li>1. New Funding Amounts from HUD – clarified the amounts for the new fuding. CoC Bonus Project Amt. - \$82,845 DV Bonus Project Amt. - \$118,350</li> <li>2. Page 10. Critical Dates - Date Change to extend time - Thursday, August 10, 2023RFP Questions - Final day to submit RFP questions to BHC</li> <li>3. Page 10 Critical Dates – Date change to extend Deadline for Submission - 9:00 AM on Monday, August 28, 2023.</li> <li>4. Page 23 Duplicate section under Organization Attachments. After the Current List of Board of Directors the next section should request the Current Organizational Chart (include lived experience, gender, race and ethnicity details)</li> <li>5. Section VII: Attachment added “FY2023 Renewal Project Application and Performance Scorecard Instructions.”</li> <li>6. Section VII: RFP Documents and Attachments updated with links to web attachment page</li> </ol>