



# 2024 Universal Request for Proposals (RFP)

## Brevard Homeless Coalition

Released: Tuesday, August 20, 2024

HUD CoC Submission Due:  
8:00 PM on October 30, 2024

**Mandatory Pre-Proposal Workshop**  
**THURSDAY, August 22, 2024 @ 4:00pm**  
**OR FRIDAY August 23, 2024 @ 10:00am**  
**VIA ZOOM**

Project proposal types to include Permanent Supportive Housing (PSH), Rapid Rehousing (RRH), Joint Transitional Housing-Rapid Rehousing (TH-RRH), Temporary Assistance for Needy Families (TANF), Emergency Shelter, Street Outreach, Homeless Prevention and Coordinated Entry Support 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/tZ0odu2qpzwqGNU4KozM\\_FEyBmGC\\_y1RwhK-g](https://us06web.zoom.us/meeting/register/tZ0odu2qpzwqGNU4KozM_FEyBmGC_y1RwhK-g)

***Registration is required***

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— 321-285-6640

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— 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**  
**2024 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**  
**2023 Universal Request for Proposals (RFP)**

## 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 \$719,544, 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).

It is essential for the BHC to reassess and address the community's current funding needs to achieve our shared goal of making homelessness rare, brief, and non-recurring. Funding will be awarded based on proposal scoring and alignment with priorities

Funding will be allocated to projects that:

1. Utilize the Housing First philosophy: Prioritize providing permanent housing quickly and then offering support services as needed. Housing programs focus on helping individuals and families access and sustain permanent housing as quickly as possible without unnecessary barriers or time limits, offer a variety of services delivered to promote housing stability and individual well-being, and include standard lease agreements to housing.
2. Emphasize rapid exit from homelessness: Focus on quickly transitioning individuals and families out of homelessness.
3. Promote stable, permanent housing: Support strategies that ensure long-term housing stability as the primary solution to homelessness.
4. Advance the Brevard CoC's mission: In alignment with the CoC's 2023-2026 Strategic Plan: Housed & Healthy Brevard, move the Brevard County Continuum of Care (CoC) towards making homelessness rare, brief, and non-recurring. The full Strategic Plan is included within this document and can also be accessed [here](#).
5. Advance Federal priorities: Align with the Federal Strategic Plan to Prevent and End Homelessness, *All In*, and HUD's 2022-2026 Strategic Plan. *All In* aims to reduce homelessness by 25% by 2025 and encourages state and local governments to develop and implement their strategic plans. 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. Detailed information is available at [Federal Plan All In](#). HUD's 2022-2026 Strategic Plan centers on people's lived experiences with policies that are equity-focused, anti-discriminatory, and that advance housing justice. The plan can be accessed [here](#).

## Project Alignment

HUD urges CoC communities to consider the policy priorities outlined in this notice, the specified strategies, and system performance measures, along with local priorities, when ranking all projects. The HUD System Performance Measures encompass:

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.

## Alignment with the Brevard CoC Strategic Plan

The Brevard CoC 2023-2026 Strategic Plan aligns closely with HUD's plan by focusing on:

- 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 strategic plan is the result of a year-long process involving focused conversations, workshops, research, and analysis of HUD-required reporting, such as the Point-In-Time Count (PITC). The plan update began in May 2022 with input from the BHC, General Membership, Advisory Council, and Board of Directors. These conversations highlighted key themes and needs, including:

- Expanding membership in the Continuum of Care.
- Increasing representation and leadership roles for individuals with lived experience.
- Providing ongoing training for case managers.
- Conducting GIS-based asset mapping.
- Developing more affordable housing units.
- Collaborating to address health inequities and barriers to efficient transportation and affordable housing.
- Increasing the number of shelters and housing units for special populations.
- Enhancing data collection and reporting through the Homeless Management Information System (HMIS).

These priorities are reflected in our strategic plan, guided by 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 25, 2024. 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:

- 1,116 experienced homelessness on the night of January 25<sup>th</sup>, representing a 6% increase from 2023 and the highest homeless count since 2015. 779 people were unsheltered and 337 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 31% of the total unsheltered population.
- Racial and ethnic disparities in homelessness exist within our Continuum. For example, Black, African, or African American residents *unsheltered* homelessness has continued to increase 2x that of whites.
- Chronic homelessness increased 72% from 2023.
- Since 2022, the rise in homelessness has nearly matched the decline in housing availability.

To view the 2024 PITC summary graphic and sub-population summary data here, please see here <https://brevardhomelesscoalition.org/pitc-2024/>.

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.	Reduce the average # of days homeless.	Increase the % of successful permanent housing placements and/or retention.



**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.	Increase job and income growth for the CoC program participants.	Prevent returns after permanent placement within year one and year two.



**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.	Increase the number of Low Barrier Shelter Beds available.



**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 2024 PITC, and the 2024 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 \$719,544\* is available in this FY 2024 Universal RFP, including an estimated \$177,525 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 2024 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.

### NEW FUNDING AVAILABLE

FY2024 and FY2025 (2-year projects)	HUD Continuum of Care Program (HUD CoC) – New Projects – Permanent Housing - Bonus/DV Bonus CoC Bonus Project Amt. - \$142,020 DV Bonus Project Amount - \$177,525	<b>\$319,544</b>
FY2024	Florida Department of Children and Families (DCF) - Challenge Grant	<b>~\$400,000</b>
	<b><i>Estimated New Funding Total</i></b>	<b>\$719,544</b>



## RENEWAL FUNDING (only requires filing an electronic intent form )

FY2024 and 2025 (2-year renewals)	HUD Continuum of Care Program – <i>Renewals Only</i>	<b>\$1,019,310</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.\*\*\***

This RFP provides essential information and required forms for applicants seeking to apply for and compete for grant funds. Potential applicants are strongly encouraged to review the materials thoroughly. Please note that the content in this RFP does not encompass all specific priorities, program components, or funding sources that may be available through local, state, or federal funders. These details may change when funders release their RFPs/NOFOs for various funding opportunities.

## CRITICAL DATES AND DEADLINES

<b>Friday, August 16, 2024</b>		<b>BHC Posts Notice of RFP</b>
<b>Tuesday, August 20, 2024</b>		<b>BHC Issues 2024 Universal Request For Proposals (RFP)</b>
<b>Thursday, August 22, 2024</b>	<b>4:00PM</b>	<b>Mandatory Pre-Proposal Workshop (Only Pick ONE to Attend)</b>
<b>Friday, August 23, 2024</b>	<b>10:00 AM</b>	<i>(Registration Required)</i>
<b>Thursday, September 5, 2024</b>	<b>12:00 PM</b>	<b>Intent to Apply</b> - New/Expanded Project Proposals <b>Intent to Renew</b> - CoC Renewal Projects Only Agencies submit intent electronically via link
<b>Thursday, September 5, 2024</b>	<b>12:00 PM</b>	<b>RFP Questions</b> - Final day to submit RFP questions to BHC
<b>Monday, September 23, 2024</b>	<b>3:00 PM</b>	<b>Application Submission Deadline</b> (no later than 30 days before the application deadline)
<b>Friday, September 27, 2024</b>	<b>9:00 AM</b>	<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
<b>Monday, September 30, 2024</b>	<b>5:00 PM</b>	<b>Ranking and Review Committee Scoring</b> - committee members will receive and score each project proposal (on their own)
<b>Monday, October 7, 2024</b>	<b>12:00 PM</b>	<b>Ranking and Review Committee Meeting</b> - final scoring and opportunity for presentations from applicants
<b>Thursday, October 10, 2024</b>	<b>9:00 AM</b>	<b>CoC Advisory Council Meeting:</b> Ranking and Review Committee presents their final recommendations for Project Priority Listing to CoC Advisory Council



<b>Thursday, October 10, 2024</b>	<b>4:00 PM</b>	<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.
<b>Tuesday, October 15, 2024</b>	<b>5:00 PM</b>	<b>Notice of Selection, Conditional Selection or Non-Selection</b> to all project proposal applicants
<b>Monday, October 28, 2024</b>	<b>5:00 PM</b>	<b>Post Complete HUD NOFO Application</b> to BHC Website 2 days prior to submission
<b>Wednesday, October 30, 2024</b>	<b>8:00 PM</b>	<b>HUD NOFO Submission Deadline</b>
<b>July 15, 2025 (tentatively)</b>		<b>Submission of Project Applications for federal FY25 funds</b> - Applicants for CoC/DV reallocation. Further guidance will be provided if HUD publishes and amended FY25/26 NOFO
<b>Friday, August 29, 2025</b>		<b>Submission Due to HUD</b> - Federal due date for FY25 submissions of CoC/DV reallocation. Other projects may be submitted if HUD publishes an amended FY25/26 NOFO.

**Mandatory Pre-Proposal Workshop**

The BHC will host a Mandatory Pre-Proposal Workshop for all *non-profit agencies* applying for funding in the FY 2024 Universal RFP. The purpose of the Pre-Proposal Workshop is to answer questions and provide clarifications of information in the 2024 Universal RFP.

This workshop will be held on  
**Thursday, August 22, 2024 at 10:00 am OR Friday, August 23, 2024 at 4:00 pm.**

via Zoom

**Zoom Meeting – Registration Link**

[https://us06web.zoom.us/meeting/register/tZ0odu2qpzwwqGNU4KozM\\_FEyBmGCy1RwhK-g](https://us06web.zoom.us/meeting/register/tZ0odu2qpzwwqGNU4KozM_FEyBmGCy1RwhK-g)

**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) **12:00 PM on Thursday, September 5, 2024.**

For agencies in attendance at the Pre-Proposal Workshop, **the filing of an intent to expand, reallocate or apply for a new bonus project** is due by **12:00 PM on Thursday, September 5, 2024** via the following link:

<https://www.cognitofirms.com/BrevardHomelessCoalition/IntentForm2024UniversalRFP>

**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.

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. Build: Emergency Shelter Beds (increasing low barrier shelter beds)
3. Reduce: Street Outreach (Coordinated Entry and diversified outreach)
4. Prevent: Coordinated Entry Access & Assessment
5. Prevent: Homelessness Prevention (targeted)

While the above funding priorities have been established for the 2025 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.

## **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.
- **Expanded Project** - a project that is currently funded 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** – HUD 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 supplement 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**

- **FY2024 and 2025 HUD CoC Competition- New Project(s): ~ \$319,544**  
CoC Bonus Project Amount - \$142,020  
DV Bonus Project Amount - \$177,525

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.

- **Challenge Grant (Chall) ~ \$400,000**  
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, 2024, to June 30, 2025. 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). 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 2024 Universal RFP Cycle and the funded agency ***MUST submit an Intent to Renew Form in response to this RFP.***

If an eligible renewal project does not submit an intent 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 ~ \$1,019,310**  
 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) FY2024 and FY2025 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 FY2024 and FY2025 CoC Program Competitive Renewal process:

Agency	Subrecipient (if applicable)	Project Name	Project Type	Renewal Funding (FY23 Awards)
Brevard Homeless Coalition, Inc.	N/A	Homeless Management Information System (HMIS)	HMIS	\$71,455
Brevard Homeless Coalition, Inc.	N/A	Coordinated Entry	SSO-CE	\$71,785
Brevard Homeless Coalition, Inc.	N/A	Domestic Violence – HMIS Project	SSO-HMIS	\$18,529
Brevard Homeless Coalition, Inc.	N/A	Domestic Violence - Rapid Rehousing Project	PH-RRH	\$98,520
HfH Supportive Housing, Inc.	N/A	Permanent Supportive Housing Project	PSH - Leasing	\$429,038
Brevard Homeless Coalition, Inc.	HfH Supportive Housing, Inc.	HfH Supportive Housing Orchid Lake	PSH- Project Based	\$50,000
Brevard Homeless Coalition, Inc.	Carrfour Supportive Housing	Heritage Park Project Expansion	PSH- Project Based	\$190,122
Carrfour Supportive Housing	N/A	Heritage Park Project	PSH- Project Based	\$20,000
Brevard Homeless Coalition, Inc.	WAYS for Life, Inc.	WAYS for Life Youth Housing	Joint TH & PH-RRH	\$50,541
Community of Hope, Inc.	N/A	Path of Hope	PH-RRH	\$19,320
			<b>Total</b>	<b>\$1,019,310</b>

BHC will issue the CoC Renewal Project Performance Score Card following HUD's complete release of their FY 2024 and FY 2025 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 10/1/2022 to 9/30/2023 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 2024 and FY 2025 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 2024 and FY 2025 HUD CoC Competition 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 2024 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 2024 and FY 2025 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 can be found by using this link

<https://www.cognitofrms.com/BrevardHomelessCoalition/IntentForm2024UniversalRFP>

and will include:

- Requests to renew their project(s), and
- States the amount of their renewal funding for HUD-CoC Renewal Projects
- If the agency would be interested in expanding its 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 FY2024 and FY 2025 HUD CoC Program Competition.

Notice of Intent to Renew must be submitted to BHC by **Thursday, September 5, 2024 @ 12:00 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 for HUD CoC Projects**

The amount of funds available for administrative costs 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 HUD CoC 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, for 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.

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**

Normal indirect cost rules under 2 CFR part 200, subpart E apply. If you intend to charge your indirect costs to the award, your application must clearly state the rate and distribution base you intend to use. If you have a Federally negotiated indirect cost rate, your application must also include a letter or other documentation from the cognizant agency showing the approved rate. Successful applicants whose rate changes after the application deadline must submit the new rate and documentation to assure the award agreement incorporates the applicable rate.

### **Applicants other than state and local governments.**

If you have a Federally negotiated indirect cost rate, your application must clearly state the approved rate and distribution base and must include a letter or other documentation from the cognizant agency showing the approved rate. If your organization does not have a current negotiated rate (including provisional rate) and elects to use the de minimis rate, your application must clearly state you intend to use the de minimis rate of 10% of Modified Total Direct Costs (MTDC), as defined at 2 CFR 200.1. Costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both, as described in 2 CFR 200.403. Once elected, the de minimis rate must be applied consistently for all Federal awards until the organization chooses to negotiate a rate, which the organization may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

**State and local governments.** If your department or agency unit has a Federally negotiated indirect cost rate, your application must include that rate, the applicable distribution base, and a letter or other documentation from the cognizant agency showing the negotiated rate. If your department or agency unit receives more than \$35 million in direct Federal funding per year, you may not claim indirect costs until you receive a negotiated rate from your cognizant agency for indirect costs as provided in Appendix VII to 2 CFR part 200. If your department or agency unit receives no more than \$35 million in direct Federal funding per year and your department or agency unit has developed and maintains an indirect cost rate proposal and supporting documentation for audit in accordance with 2 CFR part 200, Appendix VII, you may use the rate and distribution base specified in that indirect cost rate proposal. Alternatively, if your department or agency unit receives no more than \$35 million in direct Federal funding per year and does not have a current negotiated rate (including provisional) rate, you may elect to

use the de minimis rate of 10% of MTDC. As described in 2 CFR 200.403(d), costs must be consistently charged as either indirect or direct costs but may not be double charged or inconsistently charged as both. Once elected, the de minimis rate must be applied consistently for all Federal awards until your department or agency chooses to negotiate for a rate, which you may apply to do at any time. Documentation of the decision to use the de minimis rate must be retained on file for audit.

### **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 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 that 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/>

## **SECTION III: Applicant Eligibility**

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), Joint Transitional Housing-RRH (TH-RRH), Emergency Shelter (ES), Street Outreach (SO), Homeless Prevention (HP) and Coordinated Entry support project types that would fall under one or more of the following – HUD-CoC Program, ESG and TANF.

### **ELIGIBLE APPLICANTS**

Eligible project applicants are found at 24 CFR 578.15 and include nonprofit organizations; state governments; local governments; instrumentalities of state and local governments; Indian Tribes and Tribally Designated Housing Entities (TDHEs), as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103); and public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion.

All eligible applicants must meet the criteria below.

- Must be registered in SAM.gov prior to submitting a proposal, maintain an active SAM registration with current information, including information on a recipient's immediate and highest-level owner and subsidiaries, as well as on all predecessors that have been awarded a federal contract or grant within the last three years, if applicable, at all times during which it has an active Federal award or an application under consideration, and provide their unique entity identifier in each proposal.

All public and 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;
- Active and participating CoC Member agency; and,
- HMIS participating agency.

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**

Government organizations and Public Housing Authorities (PHA) are eligible to apply for Permanent Supportive Housing (PSH) projects only.

*\*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.*

### **INELIGIBLE APPLICANTS**

The following applicants are ineligible:

- Individuals
- Foreign entities
- Sole proprietorship organizations
- Any party on the Excluded Parties List System that show active exclusions on the entity's SAM.GOV listing
- Applicants with outstanding delinquent federal debt
- Applicants that are debarred; suspended; proposed for debarment under 48 CFR part 9, subpart 9.4; or voluntarily excluded from doing business with the Federal government

## **SECTION IV: PROPOSAL REQUIREMENTS**

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 electronic **Intent to Renew** located at <https://www.cognitofrms.com/BrevardHomelessCoalition/IntentForm2024UniversalRFP>. 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 electronic **Intent to Apply** <https://www.cognitofrms.com/BrevardHomelessCoalition/IntentForm2024UniversalRFP> and complete an application via the online application link

**The Online Application consists of the following:**

## **Section 1: Organizational Capacity & Experience (20%)**

### **1. Organization's Capacity & Experience:**

- The organization's history of serving low-income or homeless individuals, along with experience in operating similar projects, is evaluated. This includes their grant experience and staff expertise in project administration, as well as the financial health and capacity to manage grants. Extensive experience earns 6 points, some experience earns 3 points, and minimal or no experience results in 0 points.

### **2. Cost Allocation:**

- The agency's method for allocating shared costs is assessed. A clear plan with experience in cost allocation earns 6 points, a clear plan with little experience earns 3 points, and an unclear plan results in 0 points.

### **3. Agency Compliance:**

- The organization's past compliance issues, including any audit findings and their resolutions, are reviewed. Organizations with no deficiencies receive 6 points, those with technical issues that have been corrected receive 4 points, those with one unresolved finding receive 2 points, and those with two or more unresolved findings receive 0 points.

### **4. Overall Organizational Financial Health:**

- The organization's financial stability, based on its operational budget, is considered. An organization that is financially stable with multiple funding streams earns 6 points, a stable organization earns 3 points, and an unstable one earns 0 points.
- 

## **Section 2: Equity & Inclusion (9%)**

### **1. Agency Lived Experience Analysis:**

- The number of staff and board members with lived experience is counted. Agencies with five or more members receive 3 points, those with three to four members receive 2 points, those with one to two members receive 1 point, and those with no members receive 0 points.

### **2. Agency Racial Equity Analysis:**

- The racial and ethnic diversity within the staff and board is evaluated. Agencies with five or more diverse members receive 3 points, those with three to four members receive 2 points, those with one to two members receive 1 point, and those with no diverse members receive 0 points.

### **3. Equity & Inclusion in Project Application:**

- The organization's ability to address equity and inclusion within the project is assessed. A clear demonstration of equity and a detailed plan earn 5 points, a clear plan without demonstration earns 3 points, and no plan results in 0 points.
- 

## **Section 3: CoC Participation (4%)**

### **1. Active CoC Membership:**

- The organization's attendance at 75% or more of CoC meetings is reviewed. Those that meet this criterion receive 2 points, while those that do not receive 0 points.

### **2. Leadership Role in CoC:**



- The organization's participation in CoC committees or the advisory council is considered. Those in a leadership role receive 1 point, while those without a leadership role receive 0 points.
- 3. Coordinated Entry Participation:**
- The organization's involvement in helping households access coordinated entry is assessed. Those with more than 10% participation receive 2 points, those with 3%-10% participation receive 1 point, and those with 0%-2% participation receive 0 points.
- 

#### **Section 4: Coordinated Entry (4%)**

**1. High Acuity Referrals/Matches:**

- The percentage of high acuity matches is reviewed. Organizations with 14% or more receive 3 points, those with 9%-13% receive 2 points, those with 5%-8% receive 1 point, and those with 4% or less receive 0 points.

**2. Overall Matches from Coordinated Entry:**

- The percentage of overall matches taken from the coordinated entry list is evaluated. Organizations with more than 10% receive 2 points, those with 3%-10% receive 1 point, and those with 0%-2% receive 0 points.
- 

#### **Section 5: HMIS (2%)**

**1. HMIS Participation:**

- The organization's active data entry in HMIS is assessed. Active participation earns 1 point, being a partner but not active earns 0.5 points, and non-participation earns 0 points.

**2. HMIS Data Completeness:**

- The organization's data quality is evaluated based on the percentage of missing data. Those with no categories exceeding 10% missing data receive 2 points, those with 1-2 categories exceeding 10% missing data receive 1 point, and those with 3 or more categories exceeding 10% missing data receive 0 points.
- 

#### **Section 6: Project Proposal & Performance (58%)**

**1. Project Description:**

- The project's alignment with community needs and HUD priorities is evaluated. A clear alignment with priorities earns 10 points, some alignment earns 5 points, and no alignment results in 0 points.

**2. Health Services Partnerships:**

- The organization's coordination with health, social, and employment services is reviewed. Those with four or more MOUs/MOAs receive 6 points, three MOUs/MOAs receive 4 points, two MOUs/MOAs receive 3 points, one MOU/MOA receives 2 points, describing the relationship earns 1 point, and having no relationship results in 0 points.

**3. Housing First/Low Barrier:**

- The organization's adherence to Housing First principles is assessed, with the potential to earn up to 24 points based on their implementation.

**4. Project Scope:**

- The detail and clarity of the project's services and assistance are reviewed. A clear and detailed scope earns 3 points, a somewhat detailed scope earns 1 point, and a vague scope earns 0 points.

**5. Project Client Demographics/Target Populations:**



- The organization’s understanding and targeting of client needs are evaluated. A clear understanding earns 10 points, an adequate understanding earns 5 points, and a vague understanding earns 0 points.
6. **Project Performance Outcomes:**
    - The project’s measurable outcomes related to ending homelessness are assessed. Concise and measurable outcomes earn 5 points, adequate outcomes earn 3 points, and vague outcomes earn 0 points.
  7. **Project Budget and Financial Plan:**
    - The reasonableness and feasibility of the project’s budget are evaluated. A detailed and clear budget earns 6 points, an adequate budget earns 3 points, and a vague budget or ineligible costs earn 0 points.
  8. **Match Commitment:**
    - The organization’s understanding and documentation of match requirements are reviewed. A clear and complete commitment earns 6 points, a basic understanding earns 3 points, and a vague or missing commitment earns 0 points.

**Section 7: Overall Review (2%)**

1. **Overall Proposal Presentation:**
  - The clarity and organization of the overall proposal are evaluated. A detailed and organized proposal earns 3 points, while a proposal lacking detail and organization earns 0 points.

**Total Score:** The maximum possible score is 121 points.

**Organization Attachments:**

1. **Articles of Incorporation** - Evidence of Organization’s operations of at least 2 years
2. **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)
3. **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.*
4. **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.
5. **Current Organizational Budget**
6. **Most Recently Submitted Federal Form 990**
7. **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, 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, 2022, 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, 2023.

8. **Current List of Board of Directors (include lived experience, gender, race and ethnicity details)** – Please provide following demographic make-up:
  - a) Lived Experience: Yes/No
  - b) Gender: Woman, Man, Culturally Specific Identity (e.g., Two Spirit), Transgender, Non-binary, Questioning, Different Identity
  - c) 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
  - d) Ethnicity: Hispanic/Latina/e/o or Non-Hispanic/Latina/e/o
9. **Current Organizational Chart (include lived experience, gender, race and ethnicity details)** – Please provide following demographic make-up:
  - a) Lived Experience: Yes/No
  - b) Gender: Woman, Man, Culturally Specific Identity (e.g., Two Spirit), Transgender, Non-binary, Questioning, Different Identity
  - c) 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
  - d) Ethnicity: Hispanic/Latina/e/o or Non-Hispanic/Latina/e/o

#### **Project Attachments:**

1. **Match Commitment Worksheet**
2. **Match Commitment Letters**
3. **Budget Summary Form**
4. **Proposal Format**
  - a. Applications must be submitted online using the Online Submission link provided to the attendees of the Mandatory Pre-Proposal Workshop.
  - b. The RFP Application must be submitted and digitally signed by an agency official designated to execute contracts.
  - c. 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 Workshop
- Proposals received after the deadline. 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 character count maximums
- Proposals with missing or corrected documents received after the submission date

## SECTION VI: Proposal Evaluation and Selection

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

### **Phase 1 – Threshold Requirements – Applicant Eligibility and Proposal Requirements**

Proposals will be reviewed by BHC staff for adherence to the Applicant Eligibility 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 Requirements – 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, the BHC Board of Directors, and 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 2024 RFP Threshold and Scoring Criteria, with each proposal reviewed and scored by at least 3 members of the Committee. BHC staff will provide needed backup 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 the 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 Raking 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 for 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 BHC Board of Directors' meeting. BHC staff will provide notice to each applicant by **Tuesday, October 15, 2024, 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 the 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 2024 is **October 1, 2022, to September 30, 2023, 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 **64%** 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 Projects – CoC Bonus and DV Bonus**

New/expanded 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 2024 RFP specifically includes a FY 2024 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 2024 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, 2022 – September 30, 2023).

### **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 RFP for the date the Ranking and Review Committee will meet to complete the scoring validation process.

**\*\*\*Instructions for HUD FY2024 and FY 2025 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 2024 and FY 2025 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 FY 2024 and FY 2025 HUD CoC Program Competition. New/expanded/currently funded project applicants are required to complete the application submission no later than **3:00 PM on Monday, September 23, 2024.**
- 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 **3:00 PM on Monday, September 23, 2024.**
- 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 five and the lowest ranking is a seven, the consolidated project will also be placed as a second ranking of five.

4. New/expanded Projects - New/expanded 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.

The BHC Ranking and Review Committee will meet between Monday, September 30, 2024 and Tuesday, October 9, 2024 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, October 10, 2024 at 9:00 am**. The CoC Advisory Council’s final recommendation will be presented to the BHC Board of Directors for final approval on **Thursday, October 10, 2024 at 4:00 pm**.

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

## SECTION VIII: RFP Documents and Attachments

See: <https://brevardhomelesscoalition.org/fy-2024-grant-opportunities/> for links to download each attachment.

- HMIS Participation (All projects)
- CoC Agency Attendance Report (August 2023 -July 2024) (All projects)
- FY 2023 Coordinated Entry Audit Report (All projects)
- FY2024 Renewal Project Performance Scorecard Instructions (Renewals)
- FY2024 Renewal Project Scorecard in Excel (Renewals)
- Budget Template (New projects)
- Match Template (New projects)
- Project Participants and Subpopulation Template (New projects)