



**State of Florida**  
**Department of Children and Families**  
Office on Homelessness

**Rick Scott**  
*Governor*

**Rebecca Kaputsa**  
*Interim Secretary*

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**Office on Homelessness FIHSH Pre-Con 2018**

October 31, 2018

1. State of the State
  - a. Where we've been
  - b. Where we are
  - c. Where we're going
  - d.
  
2. 2019 RFA
  - a. General Overview
  - b. Timeline\*
  - c. State ESG Priority is Non-Formula Jurisdictions
  - d. Essential Pieces (Table of Contents)\*
    - 1) Award Ceilings
    - 2) Structure (similar to previous Challenge applications)
    - 3) 21-day Appeal Window
    - 4) Explain Appendices v. Attachments
  - e.
  
3. Question & Answer
  - a. Answers for questions that were submitted earlier
  - b. Any additional questions?
  - c.
  
4. Performance Dashboards
  - a. Sharing Progress
  - b. Purely Informational
  - c.

\*Handout provided

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1317 Winewood Boulevard, Tallahassee, Florida 32399-0700

**Mission:** Work in Partnership with Local Communities to Protect the Vulnerable, Promote Strong and Economically Self-Sufficient Families, and Advance Personal and Family Recovery and Resiliency

<b>Activity</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Post Notice of Solicitation	January 28, 2019	N/A	Vendor Bid System
Solicitation Conference	February 5, 2019	2:00 p.m. Eastern	Conference Call 888-670-3525; 701-539-8451#
Deadline for submitting Written Inquiries	February 8, 2019	3:00 p.m. Eastern	<a href="mailto:zachary.summerlin@myflfamilies.com">zachary.summerlin@myflfamilies.com</a>
Post responses to Written Inquiries	February 15, 2019	N/A	Vendor Bid System
Deadline date for submission of applications	March 29, 2019	3:00 p.m. Eastern	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Evaluation Team initial meeting	April 2, 2019	N/A	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Evaluation Team completes scoring	April 5, 2019	N/A	Office on Homelessness 1317 Winewood Blvd Tallahassee, FL 32399
Anticipated Date to Post Notice of Grant Award	April 29, 2019	N/A	Vendor Bid System
Appeal window closes	May 20, 2019	5:00 p.m. Eastern	N/A
Anticipated effective date of contract execution	July 1, 2019	N/A	N/A

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## 5.1 Application Scoring

The Department will award grants to the applicants whose application is determined by the Secretary, or designee, to be the most advantageous to the state. The Department's grant evaluators will assess the applications submitted to the Office. The Office will compile the results of the evaluators' assessment of the applicants' capacity and performance, and provide to the Secretary, or designee. Other considerations noted by the Office that affect the level of grant award shall also be provided to the Secretary, or designee. No evaluation by the Secretary, or designee, will be required to make the selection and award decision.

To evaluate the applications, the Department will designate at least three (3) persons knowledgeable in the program area to serve as grant evaluators. The evaluators will complete the Department's Conflict of Interest Questionnaire acknowledging that the evaluator is free of any conflict of interest with potential applicants he or she may score.

The appropriate funding streams in the application shall be assessed on the following statutory criteria described in Sections 420.622(4), 414.161(2), Florida Statutes:

Challenge Grant – section 420.622(4), Florida Statutes

- Ability of the CoC to provide quality services to individuals experiencing homelessness;
- Ability to leverage federal homeless assistance under the McKinney-Vento Act, and private funding for services to individuals experiencing homelessness;
- CoC planning areas with the greatest need for providing housing and services to individuals experiencing homelessness, relative to the population of the planning area;

TANF Homelessness Prevention Grant – section 414.161(2), Florida Statutes

- Ability to leverage federal homeless assistance under the McKinney-Vento Act, and private funding for services to individuals experiencing homelessness;
- Effectiveness in keeping families housed;

The evaluators will assess the applicants' narrative responses in the Quality of Services attachment (9.11) and in the Proposed Activities Narratives (9.8). Each response will be evaluated using the scoring criteria matrix below.

Scoring Criteria		
Incomplete or No Response	0 points	The response is missing and/or cannot be found in the appropriate section.
	1 point	Limited information is provided with very vague descriptions. The narrative is difficult to follow and there is no clear purpose defined.
	2 points	The response includes sporadic details that are very disjointed and do not connect with the main point.
Acceptable Response	3 points	General information on the topic is provided, with limited details. The response included provides a basic description of the question(s) asked.
	4 points	The information provided answers the question(s) and is informative, but does not provide clear details.
Excellent Response	5 points	The response is included and provides a clear, focused, well-defined description with relevant analysis and accurate details answering the question(s) asked.

The Department will award grant amounts based on evaluations until all grant funds are awarded. In the event of two or more applicants with the same evaluation score, the Office may recommend the Department consider the past performance of the applicant under the previous solicitations, including an applicant's ability to spend all funds during a FY and invoice the Department in a timely manner.

## 9.8 Proposed Activity Project Narrative

For each proposed activity, the subrecipient must provide a detailed project narrative answering the following questions.

1. Project Name
2. Agency Providing Service
3. Funding Source (Challenge, ESG, TANF) and Amount Requested
  
4. What problem does this project solve in the effort to end homelessness?
5. Describe how this project fits into the CoC's system of care? (The system of care being a CoC's coordinated efforts to prevent, assist, and end homelessness.)
  - Does this project qualify as a housing support?
  - How does this project integrate with the CoC's coordinated entry system?
  - How does this project provide a connection to permanent solutions?
  - Does this project focus on critical supports and services needed to achieve housing or does it provide ancillary supports?
6. Describe the collective impact of the proposed project, including who the project will serve, how it will help achieve established goals identified in the CoC Plan, and how it supports the CoC's efforts to achieve the HUD System Performance Measures.
7. List at least one (1) outcome measure to determine the success of this project.

## 9.10 Budget Narrative

For each proposed activity, the subrecipient must provide a detailed budget narrative answering the following criteria.

1. Description of the proposed Personnel Costs, including Fringe Benefits
2. Justification for the proposed Personnel Costs, including Fringe Benefits
3. Description of the proposed Client Financial Assistance Costs
4. Justification for the proposed Client Financial Assistance Costs
5. Description of the proposed Other Program Operation Costs
6. Justification for the proposed Other Program Operation Costs
7. Description of the proposed Administrative Costs
8. Justification for the proposed Administrative Costs

9.11 Quality of Services

**Certification of Quality of Service**

In compliance with section 420.622(4)(b), Florida Statutes, “preference must be given to those lead agencies that have demonstrated the ability of their continuum of care to provide quality services to homeless persons...”.

Answers for the following criteria shall provide evidence of quality services provided in the CoC.

1. Describe how the Lead Agency ensures quality services are provided to individuals at-risk of or experiencing homelessness in your community.
2. Describe how the CoC monitors and provides follow-up services for individuals at-risk of or experiencing homelessness in your community.
3. Describe the ongoing technical assistance designed to improve service delivery provided by the CoC to homeless services providers in your community.
4. Describe how the Lead Agency will provide additional support to low-performing projects and what steps the CoC will take if/when funds should be reallocated away from low-performing projects mid-grant cycle.
5. Describe how the CoC will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.).
6. Describe how the CoC and subrecipients specifically identified in this application have worked to remove traditional barriers to housing and services for individuals in need of assistance.
7. Describe how the CoC will ensure that services are provided throughout the catchment area.

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the CoC.

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

Printed Name: \_\_\_\_\_

Title: Executive Director/CEO Date: \_\_\_\_\_

I certify that the information provided in this application and identified above is accurate and true and that I am duly authorized to make this certification on behalf of the CoC.

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

Printed Name: \_\_\_\_\_

Title: CoC Board Chair/President Date: \_\_\_\_\_