



Unified Homelessness Grant Application through
Department of Children and Families (DCF) for
Fiscal Years 2019-2020, 2020-2021, and 2021-2022

Request for Proposals (RFP) Application

Released: February 26th, 2019

Applications Due: March 11th, 2019

Table of Contents

Introduction3

General Information4

Grant Information.....6

Additional Information.....8

Review, Rank, and Selection Process10

Timeline11

Description of Projects12

Grant Details14

Definitions18

Application Instructions23

Application24

Attachment 1: Project Score Card35

Introduction

The Unified Homelessness Grant Application provides an opportunity for the Pasco County Continuum of Care (CoC), FL-519, to consolidate multiple funding streams from the Florida Department of Children & Families (DCF) Office on Homelessness (OOH) into a single solicitation that serves as a competitive funding request for eligible applicants. This solicitation is designed to include funding for the state appropriation for the federally funded Emergency Solutions Grant (ESG) program, authorized by section 420.622(10) of the Florida Statutes and in 24 CFR 576; the Temporary Assistance for Needy Families (TANF) Homelessness Prevention Grant program authorized by section 414.161 of the Florida Statutes; and the Challenge Grant program, authorized by section 420.622(4) of the Florida Statutes.

The Coalition for the Homeless of Pasco County, Inc. (CHPC), as the lead agency for the Pasco County CoC, has released this Request for Proposals (RFP) because the CHPC holds the responsibility of ensuring that all available resources to assist those experiencing homelessness and those at-risk of homelessness are strategically used to maximize impact, effectiveness, and alignment with goals to effectively end homelessness. Therefore, CHPC reserves the right to align available funding opportunities to proposals received in order to ensure alignment of resources with community need and appropriate target populations.

CHPC will make funding available to finance projects that 1) use the Housing First philosophy, 2) emphasize rapid exit from homelessness, 3) emphasize permanent housing as the primary strategy for ending homelessness, and 4) will move Pasco County forward in effectively ending homelessness. All proposals received will be evaluated for their appropriateness for each available funding opportunity.

This RFP contains information and required forms for applicants to apply and compete for grant awards. Applicants are advised to read this material carefully. Agencies wishing to submit a proposal for consideration must complete all submission requirements listed in this RFP.

General Information

Applicant Agency Eligibility

Applicants must be CoC members that are public or private non-profit organizations that provide services to persons experiencing homelessness and those at-risk of becoming homeless. Private non-profit organizations must have a 501(c)3 certification and be registered with the State of Florida Secretary of State, Division of Corporations.

In addition, applicants must meet the following eligibility requirements:

- Actively Participate in the CoC – Agency must have attended at least 75% of monthly CoC meetings for the past 12 months.

Pasco County Continuum of Care Plan for Ending Homelessness

Projects must be able to demonstrate how all system components funded under this RFP will follow the Pasco County Continuum of Care Plan for Ending Homelessness (available upon request).

Housing First

Projects must be able to demonstrate how all system components funded under this RFP will meet the HUD definition of Housing First.

Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Housing First programs share the following critical elements:

- Focus on helping individuals and families access and sustain permanent housing as quickly as possible with very few or no barriers to entry,
- Variety of services available to promote housing stability and individual well-being on an as-needed, voluntary basis, and
- Standard lease agreement for housing, as opposed to including mandated services compliance as a condition of tenancy.

Project Timelines

Projects must be operational by July 1, 2019. Project years end on June 30 of each year through 2022. Project performance will be evaluated at the end of each project year to determine eligibility for renewal.

Submission Instructions

Project Proposals may be submitted physically (hardcopy or flash drive) or digitally (email).

If delivering physically, please send to this address:

Coalition for the Homeless of Pasco County, Inc.
Attention: Thomas O'Connor Bruno
5652 Pine Street
New Port Richey, FL 34652

If delivering digitally, please send to this address:

thomas@pascohomelesscoalition.org

Submission Deadline

The deadline for submission is **Monday, March 11th, 2019 at 5:00 PM.**

It is the sole responsibility of the applicant to ensure that Proposals are complete and received prior to the stated Submission Deadline (highlighted above).

The CHPC will not consider late materials or application edits received after the Submission Deadline.

Grant Information

All project proposals that are submitted on time and meet threshold requirements will be considered.

State of Florida Emergency Solutions Grant (ESG)

The maximum ESG award for each CoC is \$200,000 per year until June 30, 2022. However, there is no guarantee that the maximum award will be received. The Review, Rank, and Selection Committee will determine which projects will be funded (based on successful project applications), and at what funding level. The CHPC will award at least one Rapid Rehousing project, at least one Homelessness Prevention project, and at least one Street Outreach project. Please ensure that your project budgets are scalable in the event of a reduced award. A single agency may apply for any or all project types. For information regarding ESG Program eligible activities and expenses agencies are strongly advised to visit the HUD Exchange at <http://www.hudexchange.info/programs/esg>.

Challenge Grant

The maximum Challenge Grant award for each CoC is \$300,000 per year until June 30, 2022. However, there is no guarantee that the maximum award will be received. The CHPC will award at least one Rapid Rehousing project. The Review, Rank, and Selection Committee will determine which projects will be funded (based on successful project applications), and at what funding level. Please ensure that your project budgets are scalable in the event of a reduced award. A single agency may apply for any or all project types.

Temporary Assistance for Needy Families (TANF) Grant

The maximum TANF Grant award for each CoC is \$70,000 per year until June 30, 2022. However, there is no guarantee that the maximum award will be received. The CHPC will award at least one (1) Homelessness Prevention project. Please ensure that your project budget is scalable in the event of a reduced award.

Information for Potential Subprovider

For all funding opportunities, the CHPC will be the grantee and the agency provider will be the Subprovider.

Cost Reimbursement

All contracts will operate on a cost reimbursement basis. Subcontractor will be required to submit supporting documentation to the CHPC each month for project eligible expenses as determined by the funding source regulations and requirements.

Budget and Leverage

Projects will be required to submit a competitive budget, for the first year, which will allow them to operate at an optimal level. A budget template is provided with suggested line item budget by category. Applicants may add additional line items as needed. Using the budget template provided, applicants

must submit a complete budget for the total cost of the proposed project, including any other funding sources being used as match.

Match

Required amount of match differs based on funding source. Match is defined as payment of direct eligible costs for a project from a source other than the funding source. Match can be provided through an agency's other-funded projects that also provide services to the funded project or through additional, eligible expenses directly related to the funded project. All match claimed in this RFP must be accompanied by supporting documentation, and subcontractors will be required to document matching funds expended each month.

Match requirements are as follows: Challenge Grant – 100%, State of Florida ESG Grant – 100%, TANF Homelessness Prevention Grant – 0%. Agencies awarded funding as a Subcontractor will be required to provide the full match amount for their entire contract, including Admin funds.

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 CHPC. The CHPC will not reimburse any applicant for costs associated with the preparation and submission of a proposal.

Maximum/Minimum Funding Request Amounts

The CHPC reserves the right to award less than the amount of funds requested based on funding available.

Agency Compliance

Any agency awarded funding through this RFP must comply with the following requirements:

- Use HMIS to document all project-related services – Agency must enter project data in accordance with HUD Data Standards and designated workflow for project type, and maintain high level of data accuracy, timeliness, and completeness. Domestic violence agencies are exempt from entering into HMIS but are required to have a comparable database to submit reports.
- Participate fully in the Coordinated Entry process – All projects awarded funding through this RFP are required to participate fully in the Pasco County CoC's Coordinated Entry system and follow the established procedure in accordance with project type. Project expenses for clients not referred through Coordinated Entry will not be reimbursed.

Additional Information

Conflict of Interest

The CHPC requires applicants to provide professional, objective, and impartial advice and at all times hold the CoC's interest's paramount, strictly avoid 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 the CoC, or that may reasonably be perceived as having this effect. If the CHPC, in its sole discretion, determines that a conflict of interest exists, such applicant shall not be considered for funding award. Failure to disclose said situations may lead to the disqualification of applicant or termination of award.

State and 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:

- 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)
- Procurement Principles (OMB Circular A-110)

The CHPC staff will monitor each project to ensure compliance with the terms of the funding agreement between the CHPC and the agency. This will include monitoring records kept by the applicant to demonstrate client eligibility, services provided, and other information as required by the funder.

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, contracting, marketing, and selection of project participants. Fair Housing laws prohibit discrimination based on race, color, national origin, religion, sex, age, or 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).

Formal Termination Policy

Agencies awarded funds must develop a formal Termination Policy that clearly describes a process by which client 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 written notice to the program participant with clear statement of reasons for termination, review of decision to terminate with opportunity for the program participant to present written or oral objections to agency, and prompt written notice to the project participant of final decision.

Review, Rank, and Selection Process

Proposals will be evaluated based on program design, Coordinated Entry alignment, organizational capacity, performance, budget, consistency with the CoC Plan, proposed outcomes, and program readiness. Each proposal's content, responsiveness, conciseness, clarity, relevance, and adherence to the RFP instructions will be considered when scoring. Final scoring will be based on the proposal as submitted.

All applicants must prepare their proposals according to the format outlined in this RFP and provide responses to all the requirements.

Project Scoring

Proposals will be scored using the attached Project Score Card (see Attachment 1). If two or more applicants achieve identical scores, the Review, Rank, and Selection Committee may consider the past performance of the applicant in terms of grant administration and CoC participation. Additionally, the Committee may consider other factors, including but not limited to how the proposed project relates to serving the best interest of the CoC in reducing the overall number of homeless persons in its catchment area. The Committee will select proposals that are determined to be the most advantageous to the CoC.

Notice of Decision

The CHPC will provide notice of selection or non-selection of proposals to each applicant within five business days of the CoC Review, Rank, and Selection Committee decision. Projects not initially selected for funding may be selected later if a selected project application is withdrawn.

Appeals Process

Eligible applicants may appeal a decision of non-selection for funding. Appeals must be received by CHPC no later than five business days following the date of notice of non-selection.

Timeline

Event	Date/Time
RFP released through email, website, and social media.	February 26 th , 2019
Deadline for submission of questions by 5:00 pm.	March 4 th , 2019
Answers to questions posted on website and sent to applicants.	March 7 th , 2019
Board of Directors Approval of the Review, Rank, and Selection Committee.	March 7 th , 2019
Proposals and related attachments are due to the CHPC (email or physical copy) by 5:00 pm.	March 11 th , 2019
Applications sent to Review, Rank, and Selection Committee	March 12 th , 2019
Review, Rank, and Selection deliberations, ranking, and recommendations for inclusion in submittal.	March 13 th , 2019 through March 15 th , 2019
Selected Projects notified of inclusion and MUST be available for any additional follow-up.	March 18 th , 2019 through March 21 st , 2019
Submission of the 2019-2021 Unified Homeless Grant Application to the Department of Children and Families Office on Homelessness.	March 25 th , 2019
Notice of Project's Award Amount to applicants.	After DCF's Decision

It is the sole responsibility of the applicant to ensure that Proposals are complete and received prior to the stated Submission Deadline (highlighted above).

The CHPC will not consider late materials or application edits received after the Submission Deadline.

Description of Projects

Below are three (3) specific project types

Project Types

The three (3) projects to be included in this application are street outreach, homelessness prevention, and rapid rehousing.

Street Outreach

Street Outreach funding may be considered through the ESG or the Challenge Grant.

Outreach projects include essential services necessary to reach out to unsheltered homeless people, connect them with emergency shelter, housing, or critical services, and provide urgent, non-facility-based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS).

Homelessness Prevention

Homelessness Prevention requests will be considered through the TANF Grant and the ESG (for those households that do not qualify for TANF).

The purpose of Homelessness Prevention is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant.

TANF Grant

To be eligible for assistance under this grant, families must reside in Florida; have at least one household member who is a United States citizen or a lawful permanent resident; have a minor child living in the household full-time; and have a household income less than two-hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services (HHS).

ESG

The ESG Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Please refer to the ESG Interim Rule posted on the CHPC website for detailed information on eligibility requirements. Eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Rapid Rehousing

Rapid Rehousing funding requests will be considered through the ESG and the Challenge Grant.

Rapid rehousing (RRH) is an intervention designed to help individuals and families to quickly exit homelessness, return to housing in the community, and not become homeless again in the near term. The core components of a rapid rehousing project are housing identification, move-in and rent assistance, and case management services. These core components represent the minimum that a project must provide to households to be considered a rapid rehousing project.

ESG

The ESG Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Challenge Grant

Will follow ESG regulations generally but may be more flexible in terms of client eligibility and allowable expenses.

Grant Details

The three (3) grants that funding can be considered through are the Emergency Solutions Grant (ESG), the Temporary Assistance for Needy Families (TANF) Grant, and the Challenge Grant.

Emergency Solutions Grant (ESG)

The ESG Program will fund activities that meet the definitions contained in the HUD regulations published in 24 CFR 576, as amended. Total monies available for the ESG portion of the Unified Homelessness Grant Application per CoC is \$200,000 per Fiscal Year.

ESG Eligible Activities

Under this grant application, funded components of the ESG Program include Street Outreach (24 CFR 576.101), Homelessness Prevention (24 CFR 576.103), and Rapid Rehousing (24 CFR 576.104). The following descriptions identify eligible activities for each funded component; applicants should review the posted regulations for a comprehensive list of activities.

Street Outreach – eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS).

Homelessness Prevention – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Rapid Rehousing – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Each activity performed must be in accordance with 24 CFR 576.400(e) as found in the Definitions Section.

Temporary Assistance for Needy Families (TANF) Grant

The purpose of this grant is to assist eligible families to avoid becoming homeless and to maintain stable housing following the assistance from the grant. Total monies available for the TANF portion of the Unified Homelessness Grant Application per CoC is \$70,000 per Fiscal Year.

For each recipient of funding from the Homelessness Prevention Grant, the providing agency must complete the following tasks:

- 1) Develop a written case plan and conduct mandatory case management for each family applying for financial assistance. The family's case plan shall set forth all of the costs that will be covered by the grant, as well as the total dollar amount of assistance to be provided to the family. The case plan shall spell out the family's goal for housing stability, the anticipated date the case plan will be completed, the agency's schedule for monitoring the family's housing stability following the cessation of grant assistance, whether the family was able to avoid becoming homeless, and whether the family remained in permanent housing.
- 2) Develop, maintain, and retain a case file on each family applying for assistance. The case file shall contain all information required to determine the eligibility of the family, along with the determination decision of eligibility. The file shall include documentation of household income. In addition, if eligible, the file shall include copies of all payments made, the case plan, follow up monitoring of the family, and the housing outcome achieved.
- 3) Track, monitor, and report on each family assisted for at least 12 months after the last assistance is provided to the family. The goal for the homelessness prevention program is to enable at least 85% of the families assisted to remain in their home and avoid becoming homeless during the ensuing year.

To be eligible for assistance under this grant, families must reside in Pasco County; have at least one household member who is a United States citizen or a lawful permanent resident; have a minor child living in the household full-time; and have a household income less than two-hundred percent (200%) of the federal poverty level as annually published by the U.S. Department of Health and Human Services (HHS) [<https://www.federalregister.gov/documents/2018/01/18/2018-00814/annual-update-of-the-hhs-poverty-guidelines>].

See chart below for 2018 poverty guidelines:

Persons in family/household	Poverty guideline
1	\$12,140
2	\$16,460
3	\$20,780
4	\$25,100
5	\$29,420
6	\$33,740
7	\$38,060
8	\$42,380
For families/households with more than 8 persons, add \$4,320 for each additional person.	

A minor child means a child under the age of eighteen (18); or if age eighteen (18), but not yet nineteen (19), is attending high school, a General Education Development (GED) program, a trade school, or other career training program on a full-time basis. A minor child cannot be married or divorced.

The adult who applies for the grant assistance with the CoC must be either the parent or guardian of the minor child residing in the household.

Household income includes both earned and unearned income received in the month in which the family applies for assistance. Earned income is income received from employment or self-employment, including wages, salary, tips, commissions, and bonuses. Unearned income is income received for which there is no performance of work, or provision of services as an employee or self-employed person. The income of all members of the household shall be reported in determining eligibility of the family for assistance. The family's housing emergency shall be the result of a financial or other crisis, and documented by the lead agency, or its subrecipient.

TANF Eligible Activities

The Homelessness Prevention Grant may assist eligible families to avoid homelessness through the following supports: 1) past due rent or mortgage payments, not to exceed four months of rent or mortgage payments; and 2) past due utility bills, not to exceed four months in arrears for electric, gas, water, and sewer only. Staff and operating costs for required case management services is an allowable expense.

Challenge Grant

The Challenge Grant program is authorized by section 420.622(4), Florida Statutes, to provide grant funding to lead agencies of homeless assistance CoCs. The intent of Challenge Grant funding is to help implement the CoC Plan, and to help the community reach the goals and objectives outlined in the CoC Plan. In addition, this state allocation is intended to be used in concert with private funding contributed to local homeless service agencies to address the needs of individuals who are at-risk of becoming homeless or experiencing homelessness in the respective counties served.

In 2018 the DCF allocated \$3,488,706 for the OOH to administer through Challenge Grants. The Office has placed a maximum initial award of \$300,000 per FY on Challenge Grants in order to help expand and diversify projects that help meet needs across the state.

Grant funding shall be expended on eligible services and programs by June 30 of each Fiscal Year through 2022, as funds are available subject to approval by the Legislature with spending authority in the respective state budget year. The grant funds shall be used to carry out the services or programs identified in the CoC Plan, as certified by the lead agency.

Total monies available for the Challenge Grant portion of the Unified Homelessness Grant Application per CoC is \$300,000 per Fiscal Year.

Challenge Grant Eligible Activities

Under this grant application, funded components of the Challenge Program include Street Outreach and Rapid Rehousing. The following descriptions identify eligible activities for each funded component.

Street Outreach – eligible costs include engagement; case management; emergency health services; emergency mental health services; transportation; and services for special populations (homeless youth, victim services, and people living with HIV/AIDS).

Rapid Rehousing – eligible costs include providing housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair); and short-term and/or medium-term rental assistance.

Definitions

Homeless and At Risk of Homelessness

All activities provided must follow the federal definitions for homeless and at risk of homelessness as defined in 24 CFR 576.2.

Homeless as defined in 24 CFR 576.2 means:

- (1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 - (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
 - (ii) An individual or family living in a supervised publicly or privately-operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or
 - (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;
- (2) An individual or family who will imminently lose their primary nighttime residence, provided that:
 - (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
 - (ii) No subsequent residence has been identified; and
 - (iii) The individual or family lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, needed to obtain other permanent housing;
- (3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 - (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a](#)), section 637 of the Head Start Act ([42 U.S.C. 9832](#)), section 41403 of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2](#)), section 330(h) of the Public Health Service Act ([42 U.S.C. 254b\(h\)](#)), section 3 of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012](#)), section 17(b) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)](#)) or section 725 of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a](#));
 - (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application

- for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60- day period immediately preceding the date of applying for homeless assistance; and
 - (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; or
- (4) Any individual or family who:
- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 - (ii) Has no other residence; and
 - (iii) Lacks the resources or support networks, e.g., family, friends, faith-based or other social networks, to obtain other permanent housing.

At Risk of Homelessness as defined in 24 CFR 576.2 means:

- (1) An individual or family who:
- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
 - (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; and
 - (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-

- income individuals;
- (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;
- (2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act ([42 U.S.C. 5732a\(3\)](#)), section 637(11) of the Head Start Act ([42 U.S.C. 9832\(11\)](#)), section 41403(6) of the Violence Against Women Act of 1994 ([42 U.S.C. 14043e-2\(6\)](#)), section 330(h)(5)(A) of the Public Health Service Act ([42 U.S.C. 254b\(h\)\(5\)\(A\)](#)), section 3(m) of the Food and Nutrition Act of 2008 ([7 U.S.C. 2012\(m\)](#)), or section 17(b)(15) of the Child Nutrition Act of 1966 ([42 U.S.C. 1786\(b\)\(15\)](#)); or
- (3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act ([42 U.S.C. 11434a\(2\)](#)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Emergency Solutions Grant (ESG)

Eligible activities to be funded under each component of the Emergency Solutions Grant are identified in the respective federal regulations. The component funded under this grant are identified below.

Street Outreach Component (24 CFR 576.101)

The costs of activities to locate, identify, and build relationships with unsheltered homeless people and engage them for the purpose of providing immediate support, intervention, and connections with homeless assistance programs and/or mainstream social services and housing programs. These activities consist of making an initial assessment of needs and eligibility; providing crisis counseling; addressing urgent physical needs, such as providing meals, blankets, clothes, or toiletries; and actively connecting and providing information and referrals to programs targeted to homeless people and mainstream social services and housing programs, including emergency shelter, transitional housing, community-based services, permanent supportive housing, and rapid re-housing programs. Eligible costs include the cell phone costs of outreach workers during the performance of these activities.

Homelessness Prevention Component (24 CFR 576.103)

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in [576.2](#). This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition, or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in [576.2](#) and have an annual income below 30 percent of median family income for the area, as determined by HUD. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in the program participant's current permanent housing or move into other permanent housing and achieve stability in that housing. Homelessness prevention must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short-term and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

Rapid Rehousing Assistance Component (24 CFR 576.104)

ESG funds may be used to provide housing relocation and stabilization services and short- and/or medium-term rental assistance as necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. This assistance, referred to as rapid re-housing assistance, may be provided to program participants who meet the criteria under paragraph (1) of the “homeless” definition in [576.2](#) or who meet the criteria under paragraph (4) of the “homeless” definition and live in an emergency shelter or other place described in paragraph (1) of the “homeless” definition. The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in [576.105](#), the short- and medium-term rental assistance requirements in [576.106](#), and the written standards and procedures established under [576.400](#).

Written Standards for Providing ESG Assistance (24 CFR 576.400(e)(3))

The following written standards for providing ESG assistance are found in 24 CFR 576.400(e).

(e) Written standards for providing ESG assistance.

- (3) At a minimum these written standards must include:
 - (i) Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under Emergency Solutions Grant (ESG);
 - (ii) Standards for targeting and providing essential services related to street outreach;
 - (iii) Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, *e.g.*, victims of

domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;

- (iv) Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
- (v) Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see [24 CFR 576.400](#)(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- (vi) Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- (vii) Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- (viii) Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- (ix) Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid re-housing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance

Application Instructions

Please complete the Application found in this document (pages 24 through 34) or in the separate file posted on our website entitled "Unified Homelessness Grant Application FY2019-2021".

- A full proposal application with all required information must be provided to the CHPC physically or digitally. All of the above must be received by the specified proposal submission due date and time to be considered for funding award.
- Each project proposal and its related attachments must be submitted in the order listed below on 8.5" x 11" paper size or digitally in a PDF file.
- The Application must be signed by an agency official authorized to execute contracts.
- Handwritten proposals will be rejected. (If a form requires checkboxes/signatures, a scanned copy is acceptable).
- It is not necessary to include these instructions in your submission.
- Narratives should be detailed, but concise. Do not include information or attachments not related to the specific project proposal or that are not specifically requested.

Checklist

- Cover Sheet (1 page)
 - Agency Name, Project Name, Amount Requested, and Project Checked
- Form 1: Application Profile (not to exceed 2 pages)
- Form 2: Project Description (not to exceed 10 pages)
 - Includes Questions #1-16
- Form 3: Housing First Questionnaire (not to exceed 2 pages)
- Form 4: Budget Summary (not to exceed 2 pages)
- Form 5: Budget Narrative (not to exceed 2 pages)

Total application should not exceed 20 pages.

Fatal Flaws

Proposals that commit the following fatal flaws will be rejected and will not be given consideration for funding:

- Proposal was submitted after the stated due date and time.
- Proposal exceeds 20 pages.
- Agency is not eligible (not a 501(c)3, not a CoC member, etc.).
- RFP Application is not signed by agency official authorized to execute contracts.
- Most of the proposal is handwritten.
- Proposal does not follow the order outlined in this RFP.
- Proposal does not include all required documents specified in this RFP.
- Failure to complete the Housing First Questionnaire, including signature.



Unified Homelessness Grant Application

Department of Children and Families (DCF) for Fiscal Years 2019-20, 2020-21, 2021-22 Request for Proposals (RFP) Application

Agency

Insert Agency Name

Project Name

Insert Project Name

Amount Requested

Insert Amount Requested

Project Type

Homelessness Prevention	Rapid Rehousing	Street Outreach or Engagement
Please Check Here	Please Check Here	Please Check Here

Please Note:

If an Agency would like to apply for More than One Project, please include additional applications.

Form 1: Application Profile

Agency Name		FEIN	
Address		Phone	

Project Administrator		Contact Person for this Proposal	
Name			
Title			
Phone			
Email			

PROJECT INFORMATION

Funding <input type="checkbox"/> TANF <input type="checkbox"/> ESG <input type="checkbox"/> Challenge	Project Name 	Project Type <input type="checkbox"/> Homelessness Prevention <input type="checkbox"/> Rapid Rehousing <input type="checkbox"/> Street Outreach
Brief Summary (1-2 sentences) 		
Funds Requested	Matching Funds	Total Project Budget
Total Number of Households To Be Served		Cost Per Household
Location to be Served <input type="checkbox"/> All of Pasco County <input type="checkbox"/> Other _____ (please list)		Population to be Served <input type="checkbox"/> Singles <input type="checkbox"/> Households without Children <input type="checkbox"/> Households with Children

As a duly authorized officer for this agency, I certify that the information in this proposal is true and correct. I certify that I am aware that providing false information on this proposal can subject the individual signing such application to criminal sanction.

I agree to participate in a minimum of one (1) annual site visit for each funded project and/or service. In addition, I agree to provide accurate and completed monthly, quarterly, and annual reports, by the requested due dates, to all relevant parties of the funding entity to ensure that the funded project(s)/services are meeting minimum threshold requirements of progress.

Name		Title	
Signature		Date	

Form 2: Project Description

1. What problem does this project solve in the effort to end homelessness? *(Narrative is limited to 2500 characters with spaces.)*

2. Describe how this project fits into the CoC's System of Care. *(Narrative is limited to 1500 characters with spaces.)*

(The System of Care is defined as the CoC's coordinated efforts to prevent, assist, and end homelessness).

3. Describe the collective impact of the proposed project, including who the project will serve and how it will help. *(Narrative is limited to 1500 characters with spaces.)*

3a. How does this project help a household become housed? *(Narrative is limited to 1500 characters with spaces.)*

3b. How does this project integrate with the CoC's Coordinated Entry System? *(Narrative is limited to 2500 characters with spaces.)*

3c. How does this project provide a connection to permanent solutions? (Narrative is limited to 1500 characters with spaces.)

3d. How does this project focus on critical supports and services needed to achieve housing? Explain if the project only will provide ancillary supports? (Narrative is limited to 2500 characters with spaces.)

4. Describe the collective impact of the proposed project, 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. (Narrative is limited to 3000 characters with spaces.)

5. Describe how every component of the project's design and operation will be approached with an understanding of trauma, and the impact trauma has on those receiving services. (Narrative is limited to 2500 characters with spaces.)

Please describe how all of the necessary principle aspects of trauma informed care will be incorporated and embedded into the proposed project's design.

6. Demonstrate how this project follows the Housing First model. (Narrative is limited to 2500 characters with spaces.)

Clearly describe the program design to show how it meets the HUD definition of Housing First.

7. Performance Outcomes

Performance data should be taken from the proposed projects' FY 2017/2018 Annual Performance Data Report (APR), if applicable. If this is a new project, please mark the FY2017-2018 column as "NA". The report dates that should be utilized are July 1, 2017 – June 30, 2018. If the proposed project does not currently utilize the APR, please note how this data was obtained. If

Objective	FY 2017-2018 Performance	Proposed Annual Performance for Unified Homelessness Project
Number of individuals or households that applied for services.	Individuals:	Individuals:
	Households:	Households:
Number of individuals or households who were served as part of the activities under this project proposal.	Individuals:	Individuals:
	Households:	Households:
Number of individuals or households that returned to the Homeless Crisis Response System within 12 months of receiving services from the project within this proposal.	Individuals:	Individuals:
	Households:	Households:
Number of individuals or households who increased their earned income while being served as part of the activities under this project proposal.	Individuals:	Individuals:
	Households:	Households:
Number of individuals or households who increased their unearned income while being served as part of the activities under this project proposal.	Individuals:	Individuals:
	Households:	Households:
Number of individuals or households assisted to remain in their homes and avoid becoming homeless during the ensuing year. <i>(If not applying for prevention services, please enter NA into the next two columns.)</i>	Individuals:	Individuals:
	Households:	Households:

8. Performance. (Narrative is limited to 1500 characters with spaces.)

Explain how the agency/organization will ensure project performance outcomes will be met or exceeded.

9. Data management. (Narrative is limited to 1500 characters with spaces.)

Explain how the agency/organization monitors and reviews data quality, include the frequency in which reviews are conducted.

10. Pasco HMIS Compliance. (Narrative is limited to 1500 characters with spaces.)

Explain how the agency/organization will ensure the project maintains compliance with Pasco HMIS policies and procedures.

Quality Assurance

11. Describe how the project will ensure quality services are provided to individuals or households at-risk of or experiencing homelessness in your community. (Narrative is limited to 3000 characters with spaces.)

12. Describe how the project will monitor and provide follow-up services for individuals or households at-risk of or experiencing homelessness in your community. (Narrative is limited to 3000 characters with spaces.)

13. Describe the professional development offered to project staff that is designed to improve service delivery provided by agency/organization. (Narrative is limited to 3000 characters with spaces.)

14. Describe how the agency/organization would continue to provide quality services in the community in the case of reduced or loss of funding. (Narrative is limited to 3000 characters with spaces.)
(e.g., reallocation of services based on established priorities, how services would be scaled to meet changing needs, etc.)

15. Describe how the agency/organization has worked to remove traditional barriers to housing and services for individuals or households in need of assistance. (Narrative is limited to 3000 characters with spaces.)

16. Describe how the agency/organization will ensure that services are provided throughout the entirety of the CoC's geographic area. (Narrative is limited to 3000 characters with spaces.)

Form 3: Housing First Questionnaire

Agency: _____

Project Name: _____

There is a large and growing evidence base demonstrating that Housing First is an effective solution to homelessness. Consumers in a Housing First model access housing faster and are more likely to remain stably housed. This is true for both PSH and rapid re-housing programs. A variety of studies have shown that between 75 percent and 91 percent of households remain housed a year after being rapidly re-housed.

Please answer the following questions related to the proposed project’s eligibility criteria and project rules. The questionnaire will be scored 0 points for each “Yes” answer and 1 point for each “No” answer. The higher the score, the closer the project is to a Housing First model.

Do not alter, change or add additional information to this questionnaire. Questionnaires submitted that are altered, changed or have additional comments will be rejected and receive a score of 0.

1. Will the project require a background screening prior to project entry (excluding sexual predator/offender check)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
2. Will the project prohibit persons with certain criminal convictions (e.g. violent felonies, arson) from entering your project (excluding registered sexual offender/predator)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3. Will the project require participants to be clean and sober prior to project entry and/or during project stay?	<input type="checkbox"/> YES <input type="checkbox"/> NO
4. Will the project require alcohol/drug tests on participants suspected of being under the influence?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5. Will a positive alcohol/drug test result in termination from the project and/or require participant to participate in substance abuse treatment and/or detox to resume project services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
6. Will the project require participants to have a mental health evaluation prior to project entry?	<input type="checkbox"/> YES <input type="checkbox"/> NO
7. Will the project require project participants who demonstrate mental health symptoms to participate in mental health services and/or medication compliance (excluding those who present a danger to self or others) as a condition of services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
8. Will the project require participants to have income at time of project entry?	<input type="checkbox"/> YES <input type="checkbox"/> NO
9. Will the project require participants to obtain an income as a condition of remaining in the project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
10. Will the project require participants to participate in supportive services (such as vocational training, employment preparation, budgeting or life skills classes (not including required case management meetings) as a condition of continued services?	<input type="checkbox"/> YES <input type="checkbox"/> NO

11. Will the project require participants to be 'progressing' in their goals in order to remain in the project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
12. Will the project require participants to sign a services plan agreement to receive your services? <i>(Please note a service plan is not the same as a housing plan.)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
13. Will project participant have to do "chores" as a part of project stay and/or will project participants who do work around the facility receive special treatment or be rewarded with special benefits?	<input type="checkbox"/> YES <input type="checkbox"/> NO
14. Will the project include curfews and/or required 'lights out' time for all participants?	<input type="checkbox"/> YES <input type="checkbox"/> NO
15. Will the project exclude or refuse project entry based on race, color, religion, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression?	<input type="checkbox"/> YES <input type="checkbox"/> NO
16. Will the project include any requirements, outside of those typically found in a lease agreement or in "community-living" conduct rules? <i>Examples of typical "community-living" rules include agreement to be non-violent, and agreement to no weapons on site.</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO
17. Will a project participant be asked/forced to leave the project and/or will agency refuse service if project participant is disrespectful to a staff member or other project participant, including making verbal threats, acting belligerently, or "having an attitude?"	<input type="checkbox"/> YES <input type="checkbox"/> NO
18. Will project participants have to travel to the agency's office(s) to receive the majority of their services, including case management, after they are housed?	<input type="checkbox"/> YES <input type="checkbox"/> NO
19. Will the project exclude any dependent children in the household, based on age and/or gender, from remaining with the household at the project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
20. Will the project prohibit any member(s) of a household (as defined by the household), based on age, gender, biological relationship and/or marital status, from residing together at the project?	<input type="checkbox"/> YES <input type="checkbox"/> NO
21. Will the project exclude any family composition type: single dad, single mom, same gender couples, opposite-gender couples, multi-generational, and non-romantic groups who present for services as a family?	<input type="checkbox"/> YES <input type="checkbox"/> NO
22. Will project require project participants to be "placed" in accordance with their sex assigned at birth and/or "perceived" gender; and/or require participant to "prove" their gender identity prior to receiving services?	<input type="checkbox"/> YES <input type="checkbox"/> NO
TOTAL SCORE	

Certification of Responses

I attest that the answers above are an accurate reflection of the policies held by my agency and will be observed by agency staff for the proposed project.

Signature: _____

Date: _____

Printed Name and Title: _____

Form 4: Budget Summary

Agency: _____

Project Name: _____

Project Type: Rapid Rehousing Prevention Outreach

ITEM DESCRIPTION	FUNDING REQUEST	MATCH	TOTAL
Short-term and medium-term rental assistance	\$	\$	\$
Rental arrears	\$	\$	\$
Rental application fees	\$	\$	\$
Security deposits	\$	\$	\$
Utility arrears	\$	\$	\$
Utility deposits	\$	\$	\$
Utility payments	\$	\$	\$
Moving costs	\$	\$	\$
Case management	\$	\$	\$
Assessments through Street Outreach	\$	\$	\$
Other (please specify)	\$	\$	\$
Other (please specify)	\$	\$	\$
Other (please specify)	\$	\$	\$
TOTAL PROPOSED BUDGET	\$	\$	\$

Form 5: Budget Narrative

Agency: _____

Project Name: _____

Project Type: Rapid Rehousing Prevention Outreach

In narrative format, justify your project expenses and explain how the expenditure relates to your project objectives and why it is necessary to achieve your anticipated outcomes, in one page or less. Conclude your Budget Narrative with a paragraph explaining how Unified Homelessness Grant funds awarded will benefit the Pasco County's Continuum of Care (CoC), stakeholders, and the community and what you expect the short and long-term return on this investment.

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

**Pasco County Continuum of Care
2019 Request for Proposals
Unified Homelessness Grant Application
Attachment 1a: PROJECT SCORE CARD**

Agency: _____ **Date Reviewed:** _____

Project Name: _____ **Reviewer Signature:** _____

THRESHOLD REVIEW		
Completed by CHPC staff. Any NO answer in this section will result in rejection of proposal.		
Scoring Factor	Description	YES/NO
ELIGIBILITY: Nonprofit homeless services provider	Applicant is public or private nonprofit organization providing services to persons experiencing homelessness and those at-risk of homelessness.	
ELIGIBILITY: CoC participation	Applicant has attended at least 75% of past year's monthly CoC membership meetings.	
Submission Deadline	Proposal was submitted to the CHPC on or before the stated deadline.	
RFP Application	Application is signed by authorized individual.	
FORMAT: Typed	Proposal is typed, not handwritten	
FORMAT: Order	Proposal submission follows order outlined in RFP.	
FORMAT: Documents	Proposal includes all required documents listed in RFP.	
FORMAT: Housing First Questionnaire	Proposal includes completed Housing First Questionnaire.	

CHPC Staff Completing Threshold Review: _____ **Date:** _____

**Attachment 1b:
PROJECT PROPOSAL SCORE**

Agency	Project Name	Funding Amount	Project Type
Scoring Factor	Description	Points Available	Points Scored
AGENCY CAPACITY AND EXPERIENCE: History	History of addressing needs of and providing services to low-income households who are homeless, formerly homeless, or at-risk of becoming homeless	Extensive history – 8+ years: 3 Some history – 3-7 years: 1 Minimal/no history – less than 3 years: 0	
AGENCY CAPACITY AND EXPERIENCE: Similar Projects	Experience operating similar projects, including performance outcome data from similar programs operated by the organization that show the effects of the services provided	Extensive experience – 8+ years: 3 Some experience – 3-7 years: 1 Minimal/no experience – less than 3 years: 0	
AGENCY CAPACITY AND EXPERIENCE: Grant Experience	Federal, state, and/or local government grant experience and capacity of the organization and person(s) responsible for administering the project and overseeing all compliance requirements	Extensive experience – 8+ years: 3 Some experience – 3-7 years: 1 Minimal/no experience – less than 3 years: 0	
PROJECT: Overview	Describes scope of the project, services to be provided, and cost of each proposed activity. Describes plan to connect client to mainstream benefits.	Clear, detailed description: 3 Describes, but lacks important details: 1 Vague or inadequate description: 0	
PROJECT: Client Demographics/Target Population	Describes demographics of individuals/households to be served, including target household types and subpopulations	Clear definition, demonstrates a full understanding of the needs of the named subpopulation: 3 Adequate definition, but lacks some detail to demonstrate a full understanding of the needs of the named subpopulation: 1 Vague or inadequate definition, does not demonstrate an understanding of the named subpopulation: 0	
PROJECT: Performance Outcomes	States anticipated number of clients to be served annually and monthly. Describes measurable outcomes and percentage of clients expected to achieve each outcome.	Outcomes are identified and measurable, based on client accomplishments as opposed to services provided: 3 Outcomes are adequate, but include some that are based on services provided: 1 Outcomes are primarily based on services provided, are vague and/or low : 0	
PROJECT: Housing First	Project uses a Housing First model.	Housing First Questionnaire Score: Maximum 22 points	

PROPOSAL: Budget Narrative	Explains how funding was calculated.	Detailed, clear, and complete: 3 Adequate, but missing some details: 1 Vague, missing key information: 0	
PROPOSAL: Match Narrative and Documentation of Commitment	Description of in-kind /cash match sources and amounts.	Detailed, clear and complete, indicating applicant understands and can provide required project match: 3 Demonstrates basic understanding of match, but some documentation missing or incomplete: 1 Vague, missing documentation, and/or does not demonstrate understanding of match, and/or may not have ability to provide required match: 0	
PROPOSAL: Agency Compliance Narrative	Describes agency's compliance history, including past compliance findings or concerns from other funding sources and prior audit findings that are unresolved from agency's audited financial reports.	No deficiencies/findings: 3 Technical deficiencies/findings corrected: 1 Unresolved finding: 0	
OVERALL: Priorities	Based on all proposal content, project should be one that will move the Pasco County community forward in effectively ending homelessness by aligning with HUD and State priorities.	Clearly aligns with priorities: 3 Somewhat aligns with priorities: 1 Does not or poorly aligns with priorities: 0	
OVERALL: Presentation	Overall presentation of proposal – formatting, content, flow of narratives, adherence to RFP instructions – demonstrates attention to detail and quality.	Presented in detailed, concise, organized manner. Easy to understand and review: 3 Lacked attention to organization and detail. Difficult for the reviewers to locate information needed to complete scoring: 0	
COMMENTS OR CONCERNS		Maximum: 55 pts Total Points Scored:	