

Central Florida Commission on Homelessness (CoC FL-507)
Orange, Osceola and Seminole Counties Request for Applications (23.1)
Ending Unsheltered Homelessness Plan

Release Date: Friday, April 14, 2023

Completed Applications Due: Friday, May 12, 2023 - 5:00 p.m. EST

Applications must be emailed to application@hsncfl.org by the above deadline.

Only applications for the following services are eligible for consideration under this Request for Applications (RFA):

Proposed Activities	Expected # of Hours for which Services Are to Be Retained	Expected Contract Amount
Facilitate inclusive planning process for unsheltered homelessness in tri-county region	175 - 225 hours	\$35,000 - \$45,000 (maximum)

A. Background.

1. About the Central Florida Commission on Homelessness (FCFH) Continuum of Care.

CFCH promotes a region-wide commitment to the goal of ending homelessness; to provide funding for efforts by nonprofit providers, states and units of local government to quickly re-house homeless individuals, families, persons fleeing domestic violence and youth, while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families; and to optimize self-sufficiency among those experiencing homelessness. **Homeless Services Network of Central Florida, Inc. (HSN)** is recognized by the Department of Housing and Urban Development (HUD) and the State Office on Homelessness as the Lead Agency for the Central Florida Continuum of Care (CoC FL-507), which encompasses Orange, Osceola and Seminole Counties. Membership in CoC FL-507 is open to all individuals, organizations, businesses, and units or arms of local government who wish to work collaboratively toward that end.

2. About this Request for Applications.

a. Generally

In its capacity as Lead Agency and Collaborative Applicant for CoC FL-507, HSN is responsible for coordinating regional planning efforts for ending homelessness generally and with specific subpopulations. These planning efforts inform preparation and submission of all federal, state and local funding opportunities that are required or encouraged to be submitted by Lead Agencies, including but not limited to HUD Continuum of Care and Florida Department of Children and Families. These efforts also inform local funder's decision making regarding support of the regional homeless response system.

b. Specifically

HSN is seeking qualified technical assistance and support in the form of a sub-contractor that, at a minimum, would facilitate an inclusive planning process, including input from persons with lived experience and others who are less likely to seek assistance; use HMIS and other data sources to inform the planning process; and write the Ending Unsheltered Homelessness Plan to be incorporated into the regional strategic plan to end homelessness submitted with the HUD NOFO and other funding opportunities. The Plan may include strategies for decommissioning encampments, lowering barriers to shelters and creating interim housing options while addressing permanent housing stock.

c. Award Amount

The maximum funding amount that will be awarded or disbursed under any agreement arising from this RFA is \$45,000 or an amount equal to the maximum number of hours of service to be provided at the proposed hourly rate(s), whichever is less. In addition, Contractor may invoice for up to \$8000 in travel and supply costs, with provision of receipts. (As travel costs may fluctuate over time, this amount may be re-considered at time of the award.)

d. Term

The term for any agreement arising from this RFA is expected to start on a date between June 1, 2023 and October 31, 2023. An extension or expansion may be executed upon agreement of both parties.

e. Definitions

Any term used in this RFA that is also found in the HUD CoC Interim Rule (24 CFR Part 578) has the same meaning as defined therein.

B. Eligible Applicants.

1. An applicant responding to this RFA (Applicant) may be a for-profit or not-for-profit corporation or partnership or an individual. An Applicant or any individual proposed to provide services described in this RFA may not be not suspended, debarred, or otherwise precluded from bidding on or receiving federal, state, or local government grant awards.
2. An Applicant may not be a current or prospective sub-recipient or sub-contractor of HSN- administered funding under any contract or agreement, with the exception of entities or individuals providing only technical assistance or policy support services.
3. To be eligible for consideration under this RFA, an Applicant must also have provided planning or similar support to at least three homeless service agencies during the past five (5) years.

C. Submission of Applications.

In order to be considered for selection as contractor under this RFA, an Applicant must complete and submit an Application as described in this RFA. A completed Application consists of the following components, and must be transmitted in full to application@hsncfl.org no later than 5:00 p.m. EST, May 12, 2023. Applications submitted after this deadline may not be considered.

1. Cover Sheet (Attachment A)

2. Description of Applicant Experience and Expertise

- a. In a narrative not to exceed three (3) pages, describe in detail the Applicant’s experience and expertise providing comprehensive planning support to other homeless planning/service or similar agencies and projects associated with community compliance with projects funded through the HEARTH Act, Medicaid, State of Florida and/or regional resources. Narrative should have an emphasis on specific outcomes achieved and products generated. Narrative should highlight work associated with unsheltered homelessness if applicable.
- b. Complete the following table listing communities in which the applicant has conducted planning processes that most closely resemble this RFA’s scope of work within the past 5 years. (Add additional pages for the table if needed.)

CoC, Homeless Agency, or Nonprofit Name and Location	Name of Lead Agency or Other Entity Receiving Technical Assistance with HUD CoC Application	Date Service Was Provided	Product

HSN reserves the right to contact any of the above listed in the table above to verify the nature and extent of the Applicant’s involvement and production.

- c. Did you provide planning support to any CoC’s during the HUD 2022 Unsheltered Homelessness application process, and if so, how many?

3. Demonstration of Capacity to Meet the Scope of Work

In a written narrative not exceeding four (4) pages in length, describe in detail how you would meet or exceed the requirements of the Scope of Work, as set forth in Attachment B to this RFA.

As part of your response, answer the following questions:

- a. If the Applicant is selected as the Contractor, will the technical assistance and support activity be completed by an individual or a team/group? Include a description of the qualifications of persons who may perform activities described in the Scope of Work, including familiarity with the HUD Continuum of Care framework as well as best practices associated with persons experiencing unsheltered homelessness.
- b. How will you approach the tasks and deadlines described in the Scope of Work?
- c. How would you ensure meaningful participation by persons with lived experience, including youth? Persons for whom English is a second language?
- d. How would you ensure that Housing First principals are incorporated into the Unsheltered Homelessness Plan?
- e. Would you recommend any changes or additions to the Scope of Work?
- f. How confident are you that you can complete the Scope of Work within the available number of hours/budget? What steps will you take to ensure that the Scope of Work can be completed subject to those constraints?

4. Cost-Effectiveness

Provide the hourly rate(s) at which the Applicant would bill HSN for services provided in response to this RFA if selected as the Sub-contractor, the maximum number of hours of service that would be provided by individual(s) billing at such hourly rate(s), and the maximum total amount the Applicant would bill HSN for such provision of service.

D. Intent to Apply/Questions Regarding the RFA or Application.

All Applicants are encouraged to notify HSN of their intent to apply by sending an email to application@hsncfl.org. In addition, questions about this RFA may be sent to application@hsncfl.org through May 5, 2023. Any responses provided by HSN that constitute corrections or clarifications that would benefit applicants generally will be transmitted to all applicants that have notified HSN of their intent to apply. Applicant may submit questions after May 5, 2023 and HSN will make every effort to respond. The answers to questions submitted after May 5, 2023 may not be shared with other registered applicants.

E. Selection of Sub-contractor.

1. HSN, in its capacity as CoC FL-507 Lead Agency, will review and score all complete applications timely received from eligible applicants.

2. The components of the Application are assigned the following weights for scoring purposes:

a. Cover Sheet	0 points
b. Description of Applicant Experience and Expertise	maximum 40 points
c. Demonstration of Capacity to Meet the Scope of Work	maximum 35 points
d. Cost-Effectiveness	maximum 25 points
Total Score	maximum 100 points

3. a. The eligible Applicant with the highest total Application score will be contacted not later than May 26, 2023 and asked to provide three (3) references with which HSN may consult in order to validate the quality and effectiveness of services previously provided to other CoC lead agencies.

b. Upon positive consultation with references, the Applicant will be selected as the Sub-contractor in accordance with HSN's adopted procurement policies.

c. In the event that the aggregated feedback provided by the references indicate that the Applicant has historically performed or failed to perform in such a manner that the Applicant is unlikely to be able to complete the Scope of Work set forth herein, the process will be repeated for the eligible Applicant that earns the second highest Application score.

4. HSN will not share copies of proposals or scores with other applicants or persons outside of the review process without expressed consent by the applicant(s).

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Attachment A – Cover Sheet

Applicant Legal Name: _____

Applicant d/b/a (if any): _____

Applicant Agency Type:

- ☐ Corporation exempt from taxation under §501(c)(3) of the Internal Revenue Code
- ☐ For profit Corporation
- ☐ Individual
- ☐ Other (explain): _____

Applicant Mailing Address: _____

Applicant Website (if any): _____

Federal EIN (Tax ID #): _____

Applicant Points of Contact:

	Primary Contact (for Purposes of this Application)	Secondary Contact – If needed (for Purposes of this Application)
Name		
Title		
Phone Number		
E-mail Address		

Amount of Funding Requested: \$_____

Declaration by Authorized Representative (individual authorized to act for the Applicant and to assume the obligations or conditions imposed by applicable laws and regulations, NOFA requirements, or a grant application or agreement):

By my signature below, I certify that I am the Applicant or the authorized representative for the Applicant, that the Applicant understands and agrees to be bound by all of the terms and conditions associated with this Request for Applications, and that the information and content contained in the Application is true, complete and correct.

Signature of Authorized Representative

Printed Name and Title of Authorized Representative

Date

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Attachment B - Scope of Work

Technical Assistance and Support in Preparation of Regional Plan to End Unsheltered Homelessness

- a. Contractor will create a timeline for the planning process, to be completed within 4 months unless both parties agree to an extension
- b. Contractor will create an outline for development of comprehensive, inclusive, housing-focused Ending Unsheltered Homelessness Plan (EUHP) for the tri-county region.
- c. Contractor will facilitate focus groups, planning meetings or other in-person and virtual meetings required to solicit meaningful input into the planning process. Stakeholder groups to include:
 - CoC members
 - Persons with Lived Experience
 - Street Outreach
 - Homeless Shelters
 - Permanent Supportive Housing Projects
 - CFCH Leadership Council and Managing Board representatives
 - Jurisdictional representatives (Osceola Co., Kissimmee, St. Cloud, Orlando, Orange Co., Sanford, Seminole Co.)
 - Elected Officials
 - Representatives of publicly funded systems including health care, behavioral health, public housing, and criminal justice
 - CoC and HMIS Lead Agency (HSN)
- d. Contractor will review and incorporate HMIS and other relevant data to maximize opportunities for data to inform the planning process and plan document.
- e. Contractor will produce draft Ending Unsheltered Homelessness Plan (EUHP) that will
 - Incorporate data and provide analysis to support region-wide recommendations, including analysis of current status.
 - Identify strengths and weaknesses within current system.
 - Include viable strategies for ending unsheltered homelessness in Central Florida, based on documented best and emerging practices. Plan components may include decommissioning encampments (rural and urban), lowering barriers to shelter and creating more interim housing options while increasing permanent housing stock. Plan should incorporate strategies to address race equity.
 - Align with Youth Homelessness Demonstration Program Plan/Resources, Veteran Resources and USICH Plan to Prevent and End Homelessness.
 - Incorporate strategies to improve access to Medicaid and maximize Medicaid resources, including 1115-Waiver.
 - Incorporate strategies to maximize collaboration with publicly subsidized permanent housing resources.
 - Include reasonable implementation timeline.
 - Identify viable funding resources for implementation.
 - Include metrics for tracking progress over time.
 - Inform any local RFP processes and project selection resulting from the EUHP.

- f. Contractor will refine EUHP based on feedback from Lead Agency and its representatives.
- g. Contractor will complete additional tasks mutually agreed upon between Contractor and HSN.
- h. Contractor will submit all required documents in a timely manner agreed upon by both parties.