

**MIAMI-DADE COUNTY HOMELESS TRUST
REQUEST FOR APPLICATIONS (RFA) FOR INCLUSION IN THE
2017 U.S.HUD NOTICE OF FUNDING AVAILABILITY (NOFA) & 2017 LANDLORD
RECRUITMENT & RETENTION PROGRAM AND MARKETING CAMPAIGN**

A PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD at 2:00 p.m. on Wednesday, July 19, 2017 in conference room 18-3 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL.

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshops is **strongly** recommended.

We invite government entities, public and private providers, and for-profit entities (who are only eligible to submit an application for the F&B New Lead Coordinator Project) to review this RFA. Respondents seeking HUD funding should review the 2017 NOFA Registration and applicable Federal regulations prior to applying. A brief Technical Assistance session will be provided for new provider agencies at the conclusion of the Pre-Application Workshops.

Responses to this RFA are due at the address shown below no later than 2:00 p.m. eastern standard time on Wednesday, August 9, 2017. **NO EXCEPTIONS WILL BE MADE TO THE 2:00 P.M. DEADLINE.** Submissions must be made to:

Miami-Dade County
Clerk of the Board of County Commissioners
Stephen P. Clark Center
111 N.W. 1st Street
17th Floor - Suite 17-202
Miami, FL 33128

The responsibility for submitting a response to this proposal at the Office of the Clerk of the Board of County Commissioners on or before the stated time and date will be solely and strictly the responsibility of the respondent. The County in no way will be responsible for delays caused by the United States Mail delivery or caused by any other occurrence. **Proposals may not be faxed or e-mailed.**

THIS PROPOSAL IS SUBJECT TO THE CONE OF SILENCE, ORDINANCE 98-106.

Please contact the Homeless Trust if the Request for Application document is required in an alternative format or language. Miami-Dade County is not liable for any cost incurred by the applicant in responding to the Request for Applications, and we reserve the right to modify or amend the application deadline schedule if it is deemed necessary or in the interest of Miami-Dade County. Miami-Dade County also reserves the right to accept or reject any and all applications, to waive technicalities or irregularities, and to accept applications that are in the best interest of Miami-Dade County. Miami-Dade County provides equal access and opportunity in employment and services and does not discriminate on the basis of age, gender, race or disability.

I. BACKGROUND/PURPOSE

THE LOCAL PROCESS:

The Miami-Dade County Homeless Trust administers the proceeds of a local 1 percent Food and Beverage (F&B) Tax, 85 percent of which is dedicated to homeless programs in Miami-Dade County, in accordance with the Miami-Dade County Community Homeless Plan: Priority Home. A total of \$160,000 has been added to the F&B budget as a result of the 2017 Landlord Recruitment & Retention Program and Marketing Campaign report which included recommendations approved by the Board on May 26, 2017. The report, compiled by the M Network and Appletree Perspectives, lays out a three-phased approach to improve the Continuum of Care's (CoC's) capacity to engage, enlist and sustain landlords. The recommendations include the creation of a Risk Mitigation Fund, enlisting a Lead Coordinator for CoC Housing Recruitment and Retention Activities, establishing a Landlord Hotline and procuring a Landlord Registration/Listing Tool.

i. F&B New Project

The Miami-Dade County Homeless Trust, hereinafter referred to as the "County", is requesting proposals from one or more qualified for-profit or not-for-profit organization, hereinafter referred to as the "Applicant", to serve in the role of Lead Coordinator as outlined in the 2017 Landlord Recruitment & Retention Program and Marketing Campaign Report and Recommended Plan of Action. The Lead Coordinator will 1) actively recruit Miami-Dade rental property owners and conduct deal-making on behalf of the Trust to secure housing units; 2) operate a Housing Locator and Navigation Certification Program to ensure professionalism and uniformity in providers' recruitment of and navigation with property owners and managers; 3) monitor and report on whether tenancy readiness and housing stability support is being uniformly delivered and effective within the CoC; 4) support the Trust in the administration of the Risk Mitigation Fund; 5) manage the CoC's on-line exclusive listing tool, and 6) serve as participating landlords' CoC point of contact on behalf of the Trust. Respondents must demonstrate a real estate background and experience in developing and conducting trainings. Respondents having an understanding of the Continuum of Care and its permanent housing programs, in particular, are preferred. Respondents must describe how they will be ready for implementation on October 1, 2017.

THE FEDERAL PROCESS:

The CoC Program (24 CFR part 578) is designed to promote communitywide commitment to the goal of ending homelessness; provide funding for efforts by nonprofit providers, state and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, couples and families; promote access to mainstream programs by homeless individuals, couples and families; and optimize self-sufficiency among individuals and families experiencing homelessness. The CoC Program is authorized by subtitle C of title IV of the McKinney-Vento Homeless Assistance Act, (42 U.S.C. 11381–11389) (the Act), and the CoC Program regulations are found in 24 CFR part 578 (the CoC Program interim rule).

All projects currently receiving U.S.HUD funds must request renewal funding through this competitive process. We encourage all respondents to read the FY 2017 CoC Program Competition Registration, and the Notice of Funding Availability (NOFA) once it is published.

The County is requesting proposals from one or more qualified Applicant, to renew existing Support Services Only-Street Outreach (SSO-SO), Transitional Housing (TH), Safe Haven (SH), Rapid Re-Housing (RRH), and Permanent Supportive Housing (PSH); or propose creating new Permanent Housing. **All respondents are subject to the timeline in section II."**

i. U.S.HUD NOFA Renewals

All SSO-SO, TH, SH, RRH and PSH projects funded as part of the 2016 NOFA are required to submit a proposal to renew their projects. Providers are encouraged to review their renewal projects as part of this solicitation, and identify program underspending, underutilization, underperformance and/or lack of alignment with Housing First principles and practices, for reallocation opportunities. The Homeless Trust will use responses as part of the collaborative application to apply for the 2017 CoC Program NOFA issued by the U.S. Department of Housing and Urban Development (HUD). Renewal projects will be ranked by staff based on System Performance Data generated by the Homeless Management Information System (HMIS) between 10/1/15-10/1/2016, Housing First alignment and the projects ability to draw their contracted award in the previous year. All renewal PH (PSH and RRH), TH, SH, and SSO-SO will be ranked according to the Renewal Project Scoring Rubric, Attachment 21. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, first time renewal projects, and projects funded as part of the 2015 NOFA competition that have not been in operation for at least one year will be ranked at the bottom of Tier 1. This may include project-based housing programs currently under construction; HUD-sanctioned TH projects dedicated to unaccompanied youth (under age 25); and SSO-SO projects providing Coordinated Entry services.

ii. Reallocation

The County will create the following new projects through reallocation: (1) new permanent supportive housing (PSH) projects that will serve 100 percent **chronically homeless households without children;** and (2) new rapid re-housing projects for **homeless households who enter directly from the streets or emergency shelters, homeless unaccompanied youth up to age 25, and persons fleeing violence who meet criteria under paragraph four of the homeless definition.** We strongly encourage projects that are NOT spending their full award, underutilizing beds, underperforming and/or not in alignment with Housing First principles and practices, to consider voluntary reallocation. In previous NOFA solicitations, HUD has prioritized those CoC's that demonstrate a capacity to reallocate funding during the program competition.

Through addenda, project applicants who picked up and signed for a copy of this Request for Applications (RFA), or those who attend the pre-application workshop, will be notified of volunteer, non-competitive, reallocation opportunities.

We encourage ALL Applicants to review their program expenditures, utilization, performance and adherence to Housing First principles and practices and reallocate project funds from existing, eligible renewal projects allowing the CoC to create one or more new projects without decreasing the CoC's Area Renewal Demand (ARD). We ask providers who anticipate reallocating any part of their FY 2016 project budget; or proposals reallocating the full project award to submit a letter of intent following criteria specified in Section III. B. Letter of Intent, typed on agency letterhead, no later than 2:00 p.m., July 31, 2017 to the attention of Manny Sarria at mannys@miamidade.gov. Proposals submitting a new project as part of 100% reallocation must be reviewed with the new project applications for one of the new eligible project activities as described herein.

iii. 2017 NOFA New Project(s)

Applicants may create new projects through the permanent housing bonus for 1) new permanent supportive housing (PSH) projects that will serve 100 percent **chronically homeless households without children**; and 2) new rapid re-housing projects that will serve **homeless households who enter directly from the streets or emergency shelters, homeless unaccompanied youth up to age 25, and persons fleeing violence who meet criteria under paragraph four of the homeless definition**. We are seeking \$1,500,000 in new bonus project applications. Respondents must (1) not exceed the Fair Market Rent in their request for Rental Assistance, (2) Support Services for PSH projects should be no less than \$5,000 per household annually, (3) Support Services for RRH projects should be no less than \$4,000 per household annually, (4) HMIS costs are capped at \$5,000 per project. The total amount solicited for new bonus projects is an estimate based on approximately 5% of our Annual Renewal Demand, and is subject to change by HUD in their NOFA publication.

Applications received pursuant to this RFA for new projects will be reviewed, scored and recommended for funding by a committee appointed by the County Mayor comprised of subject matter experts and County staff with experience in the relevant areas specific to the solicitation. Oral presentations will be scheduled to allow committee members to ask questions about new project applications. The criteria for selection and ranking are set forth in Section XII of this document. The selection committee recommendations may be subject to negotiation. The Trust has the discretion to negotiate a best and final offer for budgets, up or down, if additional or less funding is made available as part of the competition.

PLEASE NOTE: Inclusion in the 2017 NOFA for the Homeless Continuum of Care Program Competition Collaborative Application submitted to U.S.HUD does not guarantee funding from U.S.HUD. The Collaborative Application submitted by our community will be reviewed by U.S.HUD, which will ultimately decide which projects are funded.

IMPORTANT INFORMATION ALL APPLICANTS SHOULD KNOW

This solicitation predates the publication of the U.S.HUD NOFA; selection committee members will score new project applications on their own, interview respondents during oral presentations and make funding recommendations to the Homeless Trust Board; Homeless Trust staff will rank U.S.HUD renewal project applications based on performance outcomes, expenditures rates, restrictive covenants (if applicable), and adherence to Housing First principles and practices; and, ALL respondents are asked to provide Attachment 4a or 4b, and HUD-funded programs ONLY are asked to provide Attachments 12 & 24 electronically, in Microsoft Word format. Details on the structure of the RFA responses are provided in section VI. *Contents of Application*.

The HEARTH Act requires local communities to collaborate on ending homelessness. Additionally, funding to CoC's is allocated through a competitive process, and the score awarded to the Collaborative Application submitted by the Miami-Dade County Continuum of Care will impact the level of funding received for Miami-Dade's Continuum of Care. This compels Collaborative Applicants to focus on HUD's Homelessness Policy and Program Priorities, HUD Performance Measures and Federal goals, together with strategies to prevent and end homelessness outlined in the Miami-Dade County Community Homeless Plan, Local Outcome Measures and other policies and procedures established by the Miami-Dade CoC. System-level performance, in addition to the performance of specific projects and project types, is a critical aspect of the [McKinney-Vento Homeless Assistance Act](#). Funding to CoC's is allocated through a competitive process, and the score awarded to the Collaborative Application submitted by the Miami-Dade County Continuum of Care, will impact the level of funding received for Miami-Dade's Continuum of Care. CoC's are expected to adopt a Coordinated Entry process, demonstrate fidelity to Housing First, and dedicate permanent supportive housing unit vacancies to serve chronically homeless.

All RFA respondents seeking HUD funding are encouraged to familiarize themselves with the following terms and definitions included in the HEARTH Act, as defined in 24 CFR 578.3:

- a. *Renewal Project. Support Services Only-Street Outreach (SSO-SO)*, Safe Haven (SH), Transitional Housing (TH), Homeless Management Information System (HMIS), Permanent Housing through Rapid Re-housing (PH-RRH) and Permanent Housing through Permanent Supportive Housing (PH-PSH) projects approved as part of the 2016 NOFA that are eligible to apply for renewal funding during the 2017 CoC Program Competition.
- b. *New Project.* New project refers to funds made available through this solicitation for projects, services and technical assistance not currently funded. A renewal project may be considered a new project when funding is reallocated to create a new permanent housing project.
- c. *Consolidated Plan Certification.* The statutory form in which a state or local official certifies that the proposed activities or projects are consistent with the jurisdiction's Consolidated Plan and, if the applicant is a state or unit of local government, that the jurisdiction is following its Consolidated Plan.
- d. *Housing Inventory Count (HIC).* A complete listing of the community's HUD and non-HUD funded beds dedicated to the homeless.
- e. *Project Applicant.* An applicant designated by the CoC to apply for CoC Program funds to carry out activities related to a specific project(s) as defined in 24 CFR 578.3. This includes applicants that apply for planning funds. Project Applicant and sub-recipient are used interchangeably.
- f. *Annual Renewal Demand (ARD) (24 CFR 578.17(b)(2)).* The total amount of all the CoC's projects that will be eligible for renewal in the CoC Program Competition. A separate ARD will be established for each year of funding under this NOFA. It is the sum of the annual renewal amounts of all projects within the CoC's geographic area eligible to apply for renewal in the CoC Program Competition, before any required adjustments to funding for leasing, rental assistance, and operating line items based on FMR changes.
- g. *Beds Dedicated to the Chronically Homeless.* The total number of beds in the CoC's geographic area that are dedicated specifically for use by the chronically homeless as reported in the CoC's Housing Inventory Count (HIC). For these types of beds, when a participant exits the program, the bed must be filled by another chronically homeless participant, unless there are no chronically homeless persons located within the geographic area.
- h. *Housing First.* A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements, and rapid placement and stabilization in permanent housing are primary goals. The model often times incorporates an Assertive Community Treatment approach designed to engage and work with program participants where they are.
- i. *Non-Dedicated Permanent Supportive Housing Beds.* Permanent supportive housing beds within a CoC's geographic area that are not currently dedicated specifically for use by the chronically homeless. CoCs and projects must prioritize the chronically homeless in non-dedicated permanent supportive housing beds as they become available through turnover.
- j. *Preliminary Pro Rata Need (PPRN).* The amount of funds a CoC could receive based upon the geographic areas HUD approves as included in the CoC. To determine the homeless assistance need of a particular jurisdiction, HUD will use the formula set forth 24 CFR 578.17(a). Each year, HUD publishes the PPRN for each jurisdiction. A CoC's PPRN is determined by adding the published PPRN of each jurisdiction located within the HUD-approved CoC geographic area.
- k. *Reallocation.* Reallocation is when a CoC shifts funds in whole or part from existing eligible renewal projects to create one or more new projects without decreasing the CoC's ARD. In this RFA, reallocation can only be used to create new permanent supportive housing for chronically homeless households without children, or rapid re-housing to serve homeless individuals and families coming directly from the streets or emergency shelters, including persons fleeing domestic violence situations and other persons meeting the criteria of paragraph four of the definition of homeless.
- l. *Rapid Re- Housing.* Rapid Re-Housing means short to medium-term rental assistance with support services for homeless households. Generally, rental assistance (RA) and support services are designed to enable the households to live independently. RA may include security deposits and last month's rent, in addition to paying contracted rent.
- m. *Supportive services.* Supportive services offer households the necessary tools to increase income, access necessary resources, and remain housed. Support services may include medical and behavioral health services, advocacy or case management, supportive employment, and legal aide.

- n. *Housing Navigation*. Housing Navigation is a type of case management that is housing focused. Navigators assist program participants to identify an affordable property, complete required housing documents, and link them to resources to assist with other housing resources such as furniture assistance.
- o. *Mobility Counseling*. Mobility counseling is assistance for people using tenant-based housing subsidies who are interested in moving to areas that offer greater opportunities in terms of school performance, personal safety, employment, and other benefits. Counseling can include assistance with credit repair, help identifying potential units, and information about neighborhood amenities. Mobility counseling creates choice in programs that, when left to their own devices, do not promote housing choice.
- p. *Coordinated entry*. A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.
- q. *Street Outreach*. Essential Services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care.
- r. *Transitional Housing*. Designed to provide homeless individuals and families, including unaccompanied youth (under age 25), with the interim stability and support to successfully move to and maintain permanent housing. Transitional housing may be used to cover the costs of up to 24 months of housing with accompanying supportive services. No new TH will be funded through this RFA.
- s. *Homeless Management Information System (HMIS)*. A local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.
- t. *eSnaps*: The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs.
- u. *SAGE*: HUD's new reporting system for the submission of its Continuum of Care (CoC) Program Annual Performance Report (APR) which became effective April 1, 2017.
- v. *Annual Performance Report*: Used by HUD to track the progress and accomplishments of projects funded by the Department.
- w. *Grant Inventory Worksheet*: Used to record all grants that are eligible for renewal funding within the CoC's jurisdiction in the FY 2017 Continuum of Care Program (CoC) Competition.

The population served by HUD funded programs must meet program eligibility requirements as described in the HEARTH Act. The only persons who may be served by any permanent supportive housing projects are those referred by the Homeless Trust Housing Coordinator following Trust policy HT008, *Orders of Priority for Referral to PSH*. All providers seeking HUD funding must follow a Housing First model. Per the Orders of Priority policy, renewal PSH projects will dedicate all attrition to serve households who meet the HUD definition for chronically homelessness at the time of the referral. The only persons who may be served by any CoC funded rapid rehousing project are those referred by the Homeless Trust Housing Coordinator.

II. TIMELINE FOR DEVELOPMENT OF THE APPLICATION

The timeline for this RFA process is as follows:

RFA Applications Available 111 NW 1st Street, 27th floor, Miami, FL	9:30 am Monday, July 17, 2017
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Pre-Application Workshop 111 NW 1st Street, 18th floor, Miami, FL Conference Room 18-3	2:00 pm – 4:00 pm Wednesday, July 19, 2017
Mandatory Meeting to Discuss Reallocation 111 NW 1st Street, 27th floor, Miami, FL Conference Room 27-B	2:00 pm – 4:00 pm Wednesday, July 26, 2017
Deadline for Submittal of Written Questions – RFA	12 Noon Monday, July 31, 2017
Deadline for corrections to SyS PM data used for renewal project ranking	2:00 p.m. Monday, July 31, 2017
Letters of Intent for projects renewing, reallocating part or all of their project, renewal project requesting bonus points for restrictive covenants, and change of project sponsor	2:00 p.m. Monday, July 31, 2017
Response to Written Questions – RFA	1:00 pm Tuesday, August 1, 2017
Deadline for Submission of RFA Applications Clerk of the Board of County Commissioners 111 NW 1st Street, 17th Floor, #17-202, Miami, Florida	2:00 pm (no exceptions) Wednesday, August 9, 2017
Responsiveness Review of Applications	August 10 & 11, 2017
Selection Committee Review of NEW Applications (on their own)	August 14-21, 2017
Selection Committee final scoring & opportunity for oral presentations from applicants 111 NW 1st Street, 18th floor, Miami, FL Conference Room 18-3	9:00 a.m.to 5:00 pm Tuesday, August 22, 2017
Notification to applicants regarding recommendations & final renewal project scoring and ranking, and amount available through reallocation	1:00 p.m. Wednesday, August 23, 2017
Deadline for written appeals	5:00 p.m. Friday, August 25, 2017
Miami-Dade County Homeless Trust Executive Committee approves recommendations of applications submitted in response to RFA Stephen P. Clark Center, 111 NW 1 St., Miami, FL., 18 th floor, conference room 18-4	9:30 am Friday, September 15, 2017

Miami-Dade County reserves the right to modify this schedule if necessary and in the best interest of the County.

III. RFA PRE-APPLICATION/TECHNICAL ASSISTANCE WORKSHOPS

Pre-application Workshop(s) will be held beginning at **2:00 p.m. on Wednesday, July 19, 2017 in conference room 18-3 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL.** Attendance to the Pre-Application workshops is not required, but is strongly recommended. If you need assistance, please come to the workshop with your questions.

We invite government entities, public and private homeless non-profit providers and for-profit entities (who are only eligible to submit an application for the F&B New Lead Coordinator Project), to review this RFA prior to applying for this funding opportunity. Please remember that new projects must meet the identified priorities for the MDCCC, which are referenced on Section V. of this document.

Please note that any additional questions that proposers may have after the workshop(s) have concluded

must be submitted in writing to the designated contact person below by no later than noon on July 31, 2017. Questions may be submitted via fax at (305) 375-2722, or email to mannys@miamidade.gov.

The contact person for all inquiries related to this RFA is Manny Sarria, Deputy Director, Miami-Dade County Homeless Trust, Stephen P. Clark Center, 111 N.W. 1st Street, Suite 2710, Miami, Florida, mannys@miamidade.gov, or via fax at (305) 375-2722

A. CONE OF SILENCE

Proposers are hereby advised that this solicitation is subject to the Cone of Silence, in accordance with Ordinance 98-106, as may be amended. From the time of advertising until the County Mayor issues a recommendation, there is a prohibition on communication with the County's professional staff. The Ordinance does not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations, public presentations made to the Board of County Commissioners during any duly noticed meeting, communications in writing at any time with any county employee, official or member of the Board of County Commissioners, unless specifically prohibited by applicable RFA documents. Any questions, explanations or other requests desired by Proposer(s) regarding this RFA must be requested to the Contact Person (see above). Additionally, a copy of all written communications must be filed with the Clerk of the Board, 111 N.W. 1st St., 17th floor, Suite 17-202, Miami, Florida, 33128-1083. Among other penalties, violation of these provisions by any particular proposer shall render any RFA award to such proposer voidable. Proposers should reference the actual ordinance for further clarification.

The individuals listed below will be available to assist interested applicants regarding the federal and state regulations governing this program and other applicable restrictions and basic technical requirements. You may contact the following individuals if you need assistance with the technical requirements of the application. These individuals will not be able to discuss any specific proposal/concept:

- Terrell Thomas-Ellis, Contracts Manager, Homeless Trust, (305) 375-5679
- Manny Sarria, Deputy Director, Homeless Trust, (305) 375-5739

B. LETTERS OF INTENT

Agencies submitting renewal project applications who are interested in reallocating any part of an existing HUD funded project or change project sponsor, are required to submit a Letter of Intent, not to exceed one-page on agency letterhead, as part of their response to this solicitation no later than 2:00 p.m., July 31, 2017. The Letter of Intent should briefly describe:

1. The name of the sponsoring agency, contact person, title, and phone number.
2. The project name and FL number.
3. Reallocation amount, if applicable.
4. When applicable, the provider's intent to either use reallocation dollars to apply for a new project, or simply adjust their budget to reflect actual expenditures.

IV. THRESHOLD REQUIREMENTS FOR HUD FUNDING

1. All new projects must include Permanent Housing (PH). This may include PH:RRH and PH:PSH.
2. All applications must agree to a one year term.
3. Eligible Supportive Services Costs are limited to (1) Assessment of Service Needs, (2) Assistance with Moving Costs, (3) Case Management, (4) Employment Services, (5) Food, (6) Housing Search/Counseling, (7) Legal Services, (8) Life Skills, (9) Outreach Services, (10) Transportation, and (11) Utility Deposits included in the lease agreement. Projects applying for PSH should include at least \$5,000 per household annually for supportive services.
4. Project-based, sponsor-based and tenant based rental assistance must be budgeted based on the fair market rent.
5. Operating funds OR project based rental assistance may be used for units owned by the applicant organization. Projects cannot request rental assistance and operating funding in the same project. These must be units newly designated to serve homeless people and ready for occupancy no later

than 6 months after the award of funds. Awards are anticipated to occur in approximately December 2017. Projects must provide a deed demonstrating site control for a building or units where evidence of site control exceeds the requested grant term.

6. Projects applying for RRH should include at least \$4,000 per household served at a point in time for supportive services. For example, if the project will support 20 households at a given point in time, the annual supportive services budget should be at least \$80,000.
7. Projects must agree to enter client data into HMIS, participate in the Point-in-Time (PIT), and participate in the CoC's Coordinated Entry process, meaning all referrals are generated by the Homeless Trust Housing Coordinator.
8. Projects must comply with match requirements set forth by U.S.HUD in 24 CFR 578.73. As authorized by the FY 2016 HUD Appropriations Act, program income may be used as a source of match and must be properly documented in the project application.
9. Project applications subscribe to the Housing First approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. The Core Components of Housing First include 1) *Few to no programmatic prerequisites to permanent housing entry* means no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program; 2) *Low barrier admission policies* means PSH screening does not exclude persons with no or very low income, poor rental history and past evictions, or criminal histories; 3) *Rapid and streamlined entry into housing* means Housing First PSH models make efforts to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times; 4) *Supportive services are voluntary*, but supportive services can and should be used to persistently engage tenants to ensure housing stability; 5) *Tenants have full rights, responsibilities, and legal protections* meaning tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities; 6) *Practices and policies to prevent lease violations and evictions* suggests Housing First PSH should incorporate practices and policies that prevent lease violations and evictions among tenants [i.e. not evicting tenants as result of alcohol or drug use, unless such use results in disturbances to neighbors or is associated with illegal activity]; 7) *Applicable in a variety of housing models* means the Housing First approach can be implemented in different types of permanent supportive housing settings, including: scattered-site models, single-site models or buildings that are newly constructed or rehabilitated, and set-asides where supportive services are offered to participants in designated units within affordable housing developments.
10. Applicants must submit the required certifications as specified in the RFA.
11. Applications must demonstrate:
 - A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within 6 months of the award (i.e., by no later than June 2018).
 - A connection to **mainstream service systems**, specifically:
 - 1) that services are in place to identify and enroll all Medicaid-eligible program participants and to connect Medicaid-enrolled participants to Medicaid-financed services, including case management, tenancy supports, behavioral health services, or other services important to supporting housing stability.
 - 2) that services are in place to connect participants to mainstream resources, including benefits, health insurance and employment services
 - 3) for stable PSH participants, that the project will assess participants' interest in moving on to independent affordable housing and offer assistance, to help tenants who would like to move on to explore independent housing options and apply for mainstream affordable housing opportunities.

- A plan for outreach to the eligible population. This is limited to persons referred through the Trust Housing Coordinator.

12. Eligible localities:

- Projects must be located within Miami-Dade County.

13. Eligible populations:

- a. PSH:
 - i. All projects must dedicate 100% of units to chronically homeless individuals and/or families. Project applicants must demonstrate that they will first serve the chronically homeless and then prioritize as outlined in Homeless Trust Policy: *Orders of Priority* (See Attachment 23).
 - ii. Disabilities: All projects must serve exclusively disabled individuals as defined by HUD,
- b. RRH, SH & TH: All projects must serve 100% literally homeless families and/or single adults coming directly from emergency shelters and/or unsheltered locations OR category 4: fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations.

14. Eligible applicants:

- Eligible project applicants for the federal CoC Program Competition are nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
- Applications shall only be considered from project applicants in good standing with HUD, which means that the applicant does not have any unaddressed open monitoring or audit findings, history of slow expenditure of grant funds, outstanding obligation to HUD that is in arrears or for which a payment schedule has not been agreed upon, or history of serving ineligible program participants, expending funds on ineligible costs, or failing to expend funds within statutorily established timeframes.
- Applications shall only be considered from applicants who are not in corrective action status as a result of a project evaluation.

ADDITIONAL THRESHOLD REQUIREMENTS FOR NEW PROJECTS SEEKING HUD FUNDING

1. The total request for each new project may not exceed what the Homeless Trust allows in the local RFA for inclusion in the NOFA.
2. Environmental Review Requirements are met by new project applicants that acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property.
3. Certification of Consistency is obtained by the new project applicant.
4. To be considered for new permanent supportive housing and rapid rehousing, applications must meet at least 3 out of the following 5 criteria below. New permanent housing project applications that do not meet at least 3 criteria will be rejected.
 - (a) Whether the type of housing and number and configuration of units will fit the needs of the program participants
 - (b) Whether the type of the supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, this includes all supportive services, regardless of funding source (e.g., child care for families with children, case management, life skills, drug counseling)
 - (c) Whether the specific plan for ensuring that program participants will be individually assisted to obtain the benefits of the mainstream health, social, and employment programs for which they are eligible to apply meets the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education)
 - (d) Whether program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., allows the participant the mobility to access needed services, case management follow-up, additional assistance to ensure retention of permanent housing)

- (e) Whether at least 75 percent of the proposed program participants come from the street or other locations not meant for human habitation, emergency shelters, safe havens, or fleeing domestic violence

ADDITIONAL THRESHOLD REQUIREMENTS FOR RENEWAL PROJECTS SEEKING HUD FUNDING

1. Any CoC Program, SHP, or S+C grants awarded in a preceding Competition and listed on the current year GIW.
2. The total request for each renewing project may not exceed the Area Renewal Amount (ARA) approved by HUD and published on the Grant Inventory Worksheet (GIW) for that project.
3. Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the SHP, S+C, or CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
4. Subrecipients currently receiving Trust funding must demonstrate they have been able to submit required program documents in a timely manner. The Homeless Trust reserves the right to deny the funding request for a new project, if the request is made by an existing recipient that the Trust finds to have significant issues related to capacity, performance, unresolved audit or monitoring finding related to one or more existing grants. Additionally, the Trust reserves the right to withdraw funds if no APR is submitted on the prior grant.
5. The project applicant's performance met the plans and goals established in the initial application, including exits to permanent housing.
6. The Homeless Trust reserves the right to reduce a funding request for the following reasons:
 - (a) Mandatory reallocation as outlined in Attachment 1;
 - (b) Outstanding obligation to the Trust that is in arrears or for which a payment schedule has not been agreed upon;
 - (b) Audit finding(s) for which a response is overdue or unsatisfactory;
 - (c) History of inadequate financial management accounting practices;
 - (d) Evidence of untimely expenditures on prior award;
 - (e) History of other major capacity issues that have significantly affected the operation of the project and its performance;
 - (f) History of not reimbursing subcontractors for eligible costs in a timely manner; and
 - (g) History of serving ineligible program participants, expending funds on Ineligible costs, or failing to expend funds within statutorily established timeframes.

V. NEEDS PRIORITIES AND PRIORITIZATION OF HUD FUNDED PROJECTS

Earlier this year, the MDCCC's Continuum of Care (CoC) reviewed the Miami-Dade County Community Homeless Plan: Priority Home and identified the community's homeless housing and service needs. This process involved extensive input from the community, homeless and formerly homeless persons, homeless providers, and review and approval by the Homeless Trust Board. The meetings were publicly noticed.

A Collaborative Application will be submitted on behalf of the Miami-Dade CoC for the HUD NOFA. While the HUD 2017 NOFA is pending publication, the Registration already indicated the application will be the value of the "Annual Renewal Demand" (ARD) published in the Grant Inventory Worksheet (GIW), otherwise known as the total amount of funding needed for all currently funded projects to receive renewal funding, plus increases for adjustments to the fair market rent. Subsequently, HUD announced that CoC's must submit a two-tiered application. Tier 1, the percent of the CoC's Annual Renewal Demand (ARD), will be published by U.S. HUD in their NOFA.. Tier 2 is the difference between Tier 1 and the CoC's ARD

plus any amount available for the permanent housing bonus. Additional reallocated funds may become available during the RFA competition through reallocation. If so, the Homeless Trust reserves the right to negotiate with respondents seeking new PH to adjust their budgets to absorb any increase made available through reallocation. Reallocation may only be awarded to projects seeking NEW permanent housing providing: (1) supportive housing exclusively for chronically homeless households without children, or (2) rapid re-housing projects that will serve homeless individuals and families coming directly from the streets or emergency shelters, and includes persons fleeing domestic violence situations and other persons meeting the criteria of paragraph four of the definition of homeless

Renewal projects will be evaluated based on the Renewal Project Scoring Rubric, Attachment 25, with the exception of first time renewal projects that have not been in operation for at least one year. It is important to note that in the scoring of renewal projects, bonus points will be awarded for any permanent housing project that has previously received **capital funding** for acquisition, rehabilitation or new construction, either through federal resources (SHP, SRO, HOME, CDBG, ESG, SURTAX), state (HHAG, Tax Credit Homeless Set Aside), or local (Food & Beverage, Homeless GOB) in which the project remains in an active covenant to serve homeless households. This is done to protect Miami-Dade County's capital investment, as well as ensure compliance with funder-required affordability periods.

Applicants are encouraged to review *HUD's Homeless Policy and Program Priorities*, for further insight on HUD's expectations.

HUD renewal projects may request funding for only for one (1) year. The amounts being requested from HUD must match the amounts approved by HUD for renewal projects in the 2017 GIW.

HUD administrative funds, seven percent (7%), will be split 50/50 with any agency funded through the Collaborative Application submitted to U.S.HUD (3.5% to Sub-recipient; 3.5% to Trust). When completing the Line Item Budget, please make sure to use the administrative funding amount indicated in the GIW submitted to HUD.

The Selection Committee reserves the right to recommend an alternative ranking methodology in order increase the likelihood of all projects being funded during the NOFA; this may include putting lower performing projects in Tier 1. The Selection Committee reserves the right to recommend adjustments to the maximum amounts per category based on annual renewal needs/budgets, or to adjust individual project funding requests in order to fund additional projects. These recommended adjustments may be made to coincide with under-expenditure of previously awarded funds. The Selection Committee also has the discretion to deviate from the foregoing process based on the quantity and quality of the proposals submitted, and may reduce funding requests and adjust the maximum funding within/between priorities categories as deemed necessary. They also have the discretion to deviate from the foregoing process based on the quantity and quality of the proposals submitted, or to ensure that a property with a capital investment is duly considered. That said, any project with a capital investment that would, based on scoring, rank poorly, will be reviewed for potential placement on a Performance Improvement Plan, and/or future reduction in operational funding.

VI. CONTENTS OF APPLICATION

Please refer to the RFA Checklist (**Attachment 2**) for instructions on how to submit your application. Proposals should follow the order and format for the submission of documents as delineated in the Checklist. Please read the instructions carefully for those documents that are only required to be submitted with the ORIGINAL copy of a project proposal.

**REMINDER: New and renewal project applications are due
no later than 2:00 p.m. on
August 9, 2017.**

There are no exceptions to this deadline.

Applications **can only** be submitted to the Clerk of the Board of County Commissioners, 111 N. W. 1st Street, 17th Floor - 202, Miami. Respondents for new housing projects are required to submit **one (1) original, six (6) copies, and one (1) electronic version of Attachment 4a12 & 24 in their original format (on computer disc or flash drive)**. Respondents for the F&B funded Lead Coordinator should submit **one (1) original, six (6) copies, and one (1) electronic version in an original format (on computer disc or flash drive)**. Respondents submitting HUD renewal applications are required to submit **one (1) original and one (1) electronic version of Attachment 12 & 24 in its original format (on computer disc or flash drive)**. Applications must be delivered to the Clerk of the Board at the address listed above, on or before the due date, ONLY between the hours of 9:00 a.m. – 4:00 p.m., Monday – Friday, *except on the application due date, when the deadline to submit is no later than 2:00 pm*. The Application Form (**Attachment 3**) must be signed by an officer of the agency who is legally authorized to enter into a contractual relationship in the name of the applicant. For new housing projects soliciting funding, a current list of the agency's Board of Directors must be included with the application.

IMPORTANT: All applications submitted must be reviewed and evaluated this year. An original and the required copies must be submitted for EACH application for which funding is being requested, whether for renewal funding or new funding.

Please refer below to the information that must be provided for HUD project applications.

A. U.S.HUD RENEWAL PROJECT APPLICATIONS

Currently-funded projects with funding expiring in the 2017 calendar year must request renewal funding under this RFA. Please also note that renewals can only request one (1) year of funding. Renewals are not guaranteed funding, and funding may not be recommended at the level requested. Renewal funding may only be requested for existing services. Expansion of existing services is not considered a renewal and may not be requested through this RFA as a renewal.

- i. All renewal proposals must include a completed Certification of Review of the eSnaps application Form following the format outlined in **Attachment 5**.
- ii. Most recent APR with financial information detailing grant award plus admin, and total expenditures.

HUD requires CoC's to consider the need to continue funding for projects expiring in calendar year 2017. Renewal projects must meet minimum project eligibility, capacity, timeliness, and performance standards identified in this RFA and in the NOFA or they will be rejected from consideration for funding. When considering renewal projects for award, the MDCCC will review expenditure information from the County financial system; Annual Performance Reports (APRs); monitoring reports and A-133 audit reports as applicable; and HMIS participation. This information is therefore used to evaluate renewal projects in this RFA. In particular, the renewal projects are evaluated on the scoring standards provided in Attachment 1.

B. ALL NEW PROJECT APPLICATIONS SEEKING HUD FUNDING

The following information must be provided for new project requests: please refer to the RFA Checklist, Attachment 2, for a listing of all required documents that must be submitted:

- i. New Project Application Form (Attachment 4a)
- ii. Most recent APR, or outcome data from another reporting system for like projects
APR must include Question numbers Q3, Q31a4, Q36a Measure 1 Housing Stability, and Q36a Measure 2a Increase Total Income.
- iii. Certifications of Consistency with Consolidated Plans

For all **renewal** projects, the County will assume this responsibility. The Trust will obtain master Certifications of Consistency, **Attachment 25**, letters from the entitlement jurisdictions. NEW PROJECTS (Permanent Housing and Reallocation projects) WILL BE RESPONSIBLE FOR OBTAINING THEIR OWN CERTIFICATION FORM FROM THE APPROPRIATE ENTITLEMENT JURISDICTION. THIS FORM MAY BE DOWNLOADED FROM THE HUD

WEBSITE AT <http://www.hud.gov/offices/adm/hudclips/forms/files/2991.pdf>. All new project proposals will be conditionally recommended pending the receipt of the Certificate of Consistency. The Homeless Trust will request Certificates of Consistency of new projects at a later date, once the NOFA has been published. Any new project not obtaining and providing the Certificate of Consistency when requested will **NOT** be included in the Collaborative Application to U.S.HUD.

iv. Documentation for Capital Requests

New or reallocated project proposers requesting capital funding as part of the U.S.HUD NOFA must prepare the Pre-Development Checklist (**Attachment 6**) and submit the Section 3 Certification (**Attachment 7**). Please note that: 1) any applicant requesting more than \$200,000 in capital (acquisition, rehab or new construction) or rental rehab funding with less than \$3 million in net assets will be required to create a single asset corporation/subsidiary for purposes of receiving funding through this RFA; and 2) All applicants receiving any capital funding (acquisition, rehab or new construction) will be required to record a Restricted Covenant, or any other such legal document, as may be required by U.S.HUD and the Trust, to secure the use of the property for a minimum of 20 years.

C. ALL NEW PROJECT APPLICATIONS SEEKING F&B FUNDING

i. New Project Application Form (Attachment 4b)

D. ALL PROJECT APPLICATIONS

i. Application Form

The Application Form (**Attachment 3**) must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations.

ii. RFA Checklist

Please complete the RFA Checklist, (**Attachment 2**), checking off the list of all documents which must be submitted.

iii. USHUD Application Addenda

Prepare and submit the USHUD Application Addenda for renewal and new projects using (**Attachment 12**).

iv. Agency Financial Information Worksheet

Provide the Agency Financial Information Worksheet (**Attachment 8**), which requires information regarding 1) agency's fiscal year; 2) total (agency-wide) budget for current fiscal year; 3) total number of programs administered by agency, etc. Agencies that currently receive funding for more than one U.S.HUD grant, AND/OR that have shared project costs (e.g. staff split across programs), must specify in Attachment 8, demonstrating cost allocations across grants. This cost-allocation must be included in the grant application for each project.

v. Licensing and Other Requirements

Whenever applicable, projects subject to state licensing requirements must include a copy of a current license. Applicants proposing treatment services (with or without housing), must provide a copy of current licenses (Agency and/or for clinical staff). New Applicants must provide a copy of the current zoning for the site being proposed for funding, with an explanation, if needed, of any zoning issues. A copy of the certificate of occupancy for residential treatment facilities is required if site control exists.

vi. MOU with other service providers

Whenever applicable, responses that involve subcontracts or a multi-agency collaboration, the lead applicant must provide a formal Memorandum of Understanding (MOU) between the providers performing the proposed activities.

vii. All applicants seeking HUD funding must complete and submit the Project Leveraging Worksheet (**Attachment 13**). Agencies that have matched/leveraged a building in a prior year must provide the worksheet reflecting: 1) the total value of the match, with documentation validating the total value; 2) the amount of the match/leverage previously submitted; and 3) the amount of the match/leverage being submitted at this time. Project match and leveraging must, at a minimum, meet state and federal match requirements. The Project Leveraging Worksheet

must be accompanied by commitment letters, on letterhead for the agency providing match or leverage, and signed by an authorized agent of the company providing match or leverage. Commitment letters should specify the project name, the total amount of match, and/or the total amount of leveraging.

viii. Application for Federal Assistance

All applicants seeking HUD funding must complete and submit SF424 Application for Federal Assistance (**Attachment 16**).

ix. All applicants seeking HUD funding must complete and submit the HUD required forms (**Attachment 19B**) with each response. One copy of U.S.HUD required forms (**Attachment 19C**) must also be included with your responses on agency letter head sign by an authorized agent of the applicant.

x. All applicants must complete and submit the Acknowledgement of Addenda (**Attachment 15**).

xi. Submit a copy of current Local Business Tax Receipt (formerly the Miami-Dade County Occupational License) for businesses physically located in Miami-Dade County. Contact the Miami-Dade Tax Collector's Office at www.miamidade.gov/taxcollector or contact: **Miami-Dade County Tax Collector's Office, Local Business Tax Section**, 140 West Flagler Street, Room 101, Miami, Florida, 33130. Telephone: (305) 270-4949 Fax: (305) 372-6368. Non-profits may submit the Florida Dept. of Revenue exemption. Attachment 20 provides instruction for obtaining the exemption.

xii. Submit copy of Certificate if your company is under one of the following:

- *Corporation*
- *Trademarks*
- *Limited Partnerships*
- *Limited Liability Company*
- *Limited Liability & General Partnerships*
- *Fictitious Business Name(s), if required*

Note: Miami-Dade County will confirm the validity of Certificates with the applicable state authority. For companies located in Florida and registered with the Florida Department of State, Division of Corporations, the company's Federal Employer Identification Number (FEIN) must be posted on the Florida Division of Corporation's website. To confirm that your FEIN is posted, visit the State website at www.sunbiz.org Under "Document Search", press "Inquire by Name" or "Inquire by Federal Employer Identification Number (FEIN)" to produce the corresponding report. If your company's Federal Employer Identification Number (FEIN) is not posted, contact the Florida Department of State, Division of Corporations and request that your company FEIN be added to your file posted on the web. Requests must be provided on your company's letterhead and reference the document number assigned when your company was registered. Submit your request via email at corphelp@dos.state.fl.us , or contact the agency at 1-850-245-6052 for additional information.

xiii. Submit copy of IRS letter 147C, verifying your business name and FEIN or any other preprinted IRS form issued by the IRS identifying your business name and FEIN.

xiv. A copy of the list of Board of Directors is required for non-profit applicants.

xv. Provide a copy of your current audits. Please submit one (1) copy with your Original copy of your project application. If you are submitting multiple renewal applications, please indicate on Attachment 2, *RFA Checklist* where the original copy of the audit can be found.

xvi. Submit the original of one of the following documents that apply to your entity or business.

- *W-9 Request for Taxpayer ID Number and Certification, Attachment # 11, or one of the following:*
- *W-8ECI Form Certificate of Foreign Person's Claim for Exemption from Withholding on Income Effectively Connected With the Conduct of a Trade or Business in the United States. Obtain a form and instructions from www.irs.gov*
- *W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. Obtain a form and instructions from www.irs.gov*

- *W-8EXP Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding. Obtain a form and instructions from www.irs.gov*
- *W-8IMY Certificate of foreign Intermediary, Foreign, Flow-Through Entity, or Certain U.S. Branches for United States Tax Withholding. Obtain a form and instructions from www.irs.gov*

xvii. Affidavits/U.S.HUD Requirements

Please sign and include one copy of the attached Affidavit regarding applicable County Affidavits (**Attachment 9**).

xviii. New project applicants not currently receiving funding from the Miami-Dade County Homeless Trust must complete the Previous Contractual Relationship Review Form (**Attachment 10**) to demonstrate their performance in non-Trust funded programs.

xix. All applicants seeking HUD funding must complete and submit one copy of the Affidavit acknowledging notification of the USHUD Requirements (**Attachment 14**).

xx. Certification for a Drug-Free Workplace

All applicants must complete and submit one copy of the Certification for a Drug-Free Workplace (**Attachment 17**).

E. ASSEMBLY INSTRUCTIONS

Please refer to the RFA checklist (**Attachment 2**) to assist you in assembling the application for submission. In order to ensure that all information is readily and easily available to the Selection Committee for review, it is important that the information be provided, electronically, as requested. One printed original, must be completed and labelled "Original." Originals and copies should be bound in sequential order following the order provided in Attachment 2.

F. ATTACHMENTS

Attachment 1	Miami-Dade CoC Scoring, Ranking and Reallocation Process
Attachment 2	RFA Checklist (all applicants)
Attachment 3	Application Form (all applicants)
Attachment 4a	U.S.HUD: New Project Application
Attachment 4b	F&B: New Project Application
Attachment 5	Certification of Review of the eSnaps application (HUD renewal)
Attachment 6	U.S.HUD: Pre-Development Checklist (New project applicants requesting capital)
Attachment 7	U.S.HUD: Section 3 Certification (New project applicants requesting capital)
Attachment 8	Agency Financial Information Worksheet (all applicants)
Attachment 9	Miami-Dade County Affidavits (all applicants)
Attachment 10	Previous Contractual Relationship Review Form (New Applicants who are not currently funded by the Homeless Trust)
Attachment 11	Form W-9 (all applicants)
Attachment 12	U.S. HUD Application Addenda (all HUD applicants)
Attachment 13	Project Leveraging Worksheet (all HUD applicants)
Attachment 14	U.S.HUD: Affidavit Acknowledging U.S.HUD Requirements (all HUD applicants)
Attachment 15	Acknowledgement of Addenda (All applicants)
Attachment 16	U.S.HUD: SF424 Application for Federal Assistance (all HUD applicants)
Attachment 17	Certification for a Drug Free Workplace (All applicants), must be dated no earlier than July 17, 2017
Attachment 18	New F&B Project Scoring Criteria
Attachment 19B-C	U.S.HUD: Federal required forms, Attachment 19B Disclosure of Lobbying Activities must be attached for each project . 19C Code of Conduct for HUD Grant Programs must be provided on agency letterhead, only one copy is required per applicant

Attachment 20	New HUD Project Scoring Criteria
Attachment 21	Renewal Project Scoring Rubric
Attachment 22	Miami-Dade Threshold Review for New Projects
Attachment 23	Order of Priority for Referral to PSH Policy
Attachment 24	Housing First/Low Barrier Self Questionnaire
Attachment 25	U.S.HUD: Certificate of Consistency (New Applicants seeking funding as part of U.S.HUD NOFA)
Attachment 26	Scoring Guidelines (for applicant use only, do not return with application)
Attachment 27	2017 Landlord Recruitment and Retention Program and Marketing Campaign Report

VII. INFORMATIONAL ITEMS AND RESOURCES

Informational items can be found on our website at www.homelesstrust.org and resources are being emailed to all interested applicants that attended one of the Pre-application Workshops or signed for an RFA.

VIII. HOMELESS TRUST RESPONSE TO U.S.HUD COLLABORATIVE APPLICATION:

Project applications must be submitted electronically via eSnaps by the collaborative applicant. This means for the majority of the applications, other than two direct grants, will be entered and submitted by Homeless Trust staff. We will be working with provider agencies to accomplish this task outside of the competitive process. None of this work will impact any ranking or competitive processes. However, the application information must be submitted pursuant to the deadline published in the NOFA.

IX. MONTHLY FAIR MARKET RENTS - MIAMI-DADE COUNTY:

The following is a list of the current HUD Fair Market Rents (FMRs) in Miami-Dade County for use in those applications which require said information: (Note: U.S.HUD may adjust these figures upon award.)

Fair Market Rents Effective November 1, 2016								
	SRO	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Fair Market Rent	\$623	\$831	\$1,020	\$1,295	\$1,728	\$2,073	\$2,384	\$2,695
Payment Standard	\$574	\$765	\$963	\$1,235	\$1,651	\$1,963	\$2,257	\$2,551

X. MATCHING FUNDS/LEVERAGING FOR HUD PROJECTS

Pursuant to HEARTH regulations, Subpart F, Section 578.73, there is a 25% match requirement for operations, supportive services, rental assistance and administration; no match is required for leasing; and, a 100% match is required for capital funding requests.

The federal match requirement may be cash or in-kind. All applicants are urged to secure matching funds from sources at their disposal. Proof of match commitments (letters of commitment, plan for addressing match requirements, etc.) should be attached and will be considered favorably at the time of the proposal evaluation. Match commitment can (and is encouraged to) exceed the U.S.HUD minimum requirement.

Maximum points will be given for projects that demonstrate the extent to which the amount to be assisted with the grant is supplemented. Please refer to the Selection Criteria, Section XII. Leveraging can include in-kind services in addition to the Cash Match. **All proposers must attach both written letters of match and commitment for leveraged resources, at the time of application submission.** Only leverage with written commitment letters will be counted as leverage in this year's local and federal competitions. Providers will be monitored and asked to demonstrate the match and leverage met the commitment put forth as part of the NOFA solicitation. Match and leverage letters must be dated no earlier than July 17, 2017. Any new or renewal project not providing match and leverage letters when requested will **NOT** be included in the Collaborative Application to U.S.HUD. The value of a commitment for land, buildings and equipment may be leveraged only ONCE and the same cannot be claimed by more than one project (i.e. the value of donated land, buildings, or equipment already claimed in FY2016, and prior years, cannot be claimed again as leveraging by the project in any other subsequent year). *In light of the above limitation, applicants should look at how they may wish to leverage land, a building or equipment that is being used by various programs, including whether to allocate portions of the allowable leverage for each program over a few years. Applicants must submit proof of the TOTAL value of the building (or portion thereof) that will be used as in-kind match/leverage and if it will be used for more than one program, the methodology used to allocate the total value to each program.* The Homeless Trust will provide the necessary match for the portion of administrative reimbursement that will be retained by the Homeless Trust.

XI. OUTCOME/PERFORMANCE MEASUREMENTS

Program performance and utilization, including occupancy and expenditure rates as outlined in the CoC Scoring, Ranking and Reallocation Process, Attachment 1, will be considered in the evaluation of HUD renewal applications based on the most recent APR entered into eSnaps and HMIS data.

Both renewal and new project applications must submit proposed outcome/performance measures as part of the project application.

All HUD funded agencies must have a minimum of 86% of the organization's total number of beds/units which are reported to HUD for the Miami-Dade CoC through the Housing Inventory Checklist, populated in the HMIS, whether or not funded by HUD or the Homeless Trust. Maximum points will be awarded for meeting expected performance relating to increasing household income; reducing length of time it takes to permanently house homeless households; achieving positive destinations at time of discharge; and permanent housing retention.

XII. SELECTION CRITERIA

Renewal projects will be scored and ranked according to the Renewal Project Scoring Rubric, Attachment 21, with the exception of first time renewals or projects funded as part of the 2015 NOFA competition that have not been in operation for at least one year. Projects funded as part of the 2015 NOFA competition that have not been in operation for at least one year will be ranked ahead of first year renewals. First time renewal projects will be ranked after the renewal projects, projects funded as part of the 2015 NOFA competition that have not been in operation for at least one year, and ahead of the new project applications. Should there be a need to place a first time renewal project(s) in Tier 2, those projects will be ranked based on the Selection Committee's score in the local NOFA competition. Projects that are deemed essential to the CoC but which would be at risk of loss of funding if placed in Tier 2, will be ranked at the bottom of Tier 1. This may include project-based housing programs currently under construction; HUD-sanctioned Transitional Housing projects dedicated to unaccompanied youth (under age 25); and, Support Service Only-Street Outreach projects providing Coordinated Entry.

The Selection Committee will, on their own, review and score responses for new projects as part of this RFA between August 14-21, 2017. The committee will convene for oral presentations and submit their final scores on Tuesday, August 22, 2017 between 9:30 a.m. and 5:00 p.m. in conference room 18-3 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL. Attendance to oral

presentation is required for applicants submitting a new application. Someone designated by an authorized agent of the agency seeking funding, who is familiar with the application, must be present. The Selection Committee may choose to ask questions about project applications during oral presentations. Each provider will be given an opportunity to introduce themselves and respond to Selection Committee questions. The Application Form (**Attachment 3**) must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations.

Renewal project applications will be scored and ranked by Homeless Trust staff using HMIS performance outcomes and expenditure data found in the most recent APR submitted as part of the provider's response to this solicitation. Providers with a project or construction delay, County or HUD finding, or unaddressed outstanding audit or other finding of a material nature regarding the administration of HUD McKinney Act program must provide copies of the written deficiency notice and any written material outlining the progress or outcome with the deficiency.

SCORING CRITERIA FOR NEW PROJECT APPLICATIONS:

- A. Refer to Attachment 18 for NEW projects seeking F&B funding
- B. Refer to Attachment 20 for NEW projects seeking HUD funding

The Miami-Dade County Homeless Trust Executive Committee will meet on Friday, September 15, 2017 in conference room 18-4 on the 18th floor of the Stephen P. Clark Center at 9:30 a.m. to review and vote on the Selection Committee's recommendations for inclusion in the Collaborative Application submitted to U.S.HUD. Applicants are required to attend the Executive Committee meeting.

XIII. OTHER TERMS AND CONDITIONS

A. INSPECTOR GENERAL

1) Independent Private Sector Inspector General Review

Pursuant to Miami-Dade County Administrative Order 3-20 and in connection with any award issued as a result of this RFA, the County has the right to retain the services of an Independent Private Sector Inspector General ("IPSIG"), whenever the County deems it appropriate to do so. Upon written notice from the County, the selected applicant shall make available, to the IPSIG retained by the County, all requested records and documentation pertaining to this RFA or any subsequent award, for inspection and copying. The County will be responsible for the payment of these IPSIG services, and under no circumstance shall the applicant's cost/price for this RFA be inclusive of any charges relating to these IPSIG services. The terms of this provision herein, apply to the applicant, its officers, agents, employees and assignees. Nothing contained in this provision shall impair any independent right of the County to conduct, audit or investigate the operations, activities and performance of the selected applicant in connection with this RFA or any contract issued as a result of this RFA. The terms of this provision are neither intended nor shall they be construed to impose any liability on the County by the selected Applicant or third party.

2) Miami-Dade County Inspector General Review

According to Section 2-1076 of the Code of Miami-Dade County, as amended by Ordinance No. 99-63, Miami-Dade County has established the Office of the Inspector General which may, on a random basis, perform audits on all County contracts, throughout the duration of said contracts, except as otherwise provided below.

Exception: The above application of one quarter (1/4) of one percent fee assessment shall not apply to the following contracts: (a) IPSIG contracts; (b) contracts for legal services; (c) contracts for financial advisory services; (d) auditing contracts; (e) facility rentals and lease agreements; (f) concessions and other rental agreements; (g) insurance contracts; (h) revenue-generating contracts; (i) contracts where an IPSIG is assigned at the time the contract is approved by the Commission; (j) professional service agreements under \$1,000; (k) management agreements; (l) small purchase orders as defined in Miami-Dade County Administrative Order 3-2; **(m) federal, state and local government-funded grants;** and (n) interlocal agreements. As such, this RFA **IS NOT** subject to this provision. *Notwithstanding the foregoing,*

the Miami-Dade County Board of County Commissioners may authorize the inclusion of the fee assessment of one-quarter (1/4) of one percent in any exempted contract at the time of award.

Nothing contained above shall in any way limit the powers of the Inspector General to perform audits on all County contracts including, but not limited to, those contracts specifically exempted above.

B. INDEMNIFICATION AND INSURANCE

Provider shall indemnify and hold harmless the County and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the County or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or proceedings of any kind or nature arising out of, relating to or resulting from the performance of this Agreement by the Provider or its employees, agents, servants, partners principals or subcontractors. Provider shall pay all claims and losses in connection therewith and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the County, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorney's fees which may issue thereon. Provider expressly understands and agrees that any insurance protection required by this Agreement or otherwise provided by Provider shall in no way limit the responsibility to indemnify, keep and save harmless and defend the County or its officers, employees, agents and instrumentalities as herein provided.

The vendor shall furnish to the Miami-Dade County Homeless Trust, 111 NW 1st Street, Suite 27-310, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below:

- Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440.
- Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. *Miami-Dade County must be shown as an additional insured with respect to this coverage.*
- Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Florida, with the following qualifications:

The company must be rated no less than "B" as to management, and no less than "Class V" as to financial strength, by the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey, or its equivalent, subject to the approval of the County Risk Management Division.

Or

The company must hold a valid Florida Certificate of Authority as shown in the latest "List of All Insurance Companies Authorized or Approved to Do Business in Florida" issued by the State of Florida Department of Insurance and are members of the Florida Guaranty Fund.

Certificates will indicate no modification or change in insurance shall be made without thirty (30) days in advance notice to the certificate holder.

C. COUNTY OPTIONS

1. The County may, at its sole and absolute discretion, reject any and all, or parts of any and all, applications; re-advertise this RFA; postpone or cancel, at any time, this RFA process; or waive any irregularities in this RFA or in the applications received as a result of this RFA. Also, the determination or the criteria and process whereby applications are evaluated, the decision as to who shall receive a contract award, or whether or not an award shall ever be made as a result of this RFA, shall be at the sole and absolute discretion of the County.

2. The submittal of an application by an Applicant will be considered by the County as constituting a firm offer by the Proposer to perform the required services at the stated fees.

D. APPLICATIONS OPEN TO PUBLIC

Prospective applicants are hereby notified that all information submitted as part of, or in support of, applications will be available for public inspection in compliance with Chapter 286, Florida Statutes, popularly known as the "Government in the Sunshine Law".

E. CONTRACTING PROCESS

Successful Applicants will be required to submit all documents necessary for contract development (e.g. revised budget(s), scope(s) of service, insurance certificates, affidavits, work plan(s), etc.) within two weeks from receipt of written notice of contract award from the County.

F. REVIEW OF APPLICATIONS

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in the RFA. A responsive application is one which follows the requirements of the RFA, includes all documentation including electronic copies, is submitted in the format outlined in the RFA and Attachment 2 RFA Checklist, is of timely submission, and has the appropriate signatures as required on each document. Proposers will be notified of any technical deficiencies with the proposal via an e-mail sent to the official applicant contact person as shown on Attachment 3 of the proposal. Attachment 18, Responsiveness Checklist, will be used by staff to review each application for responsiveness and document any curable deficiencies. During the Cure Period proposers may correct any technical deficiencies identified during staff's technical review of the proposal with the submission of additional documentation as may be required by the County. The staff report, Attachment 18, will identify all technical deficiencies with each application that may be cured such as providing missing forms or budget elements or properly executed forms. Proposers have until the date outlined in Attachment 18 to submit any and all outstanding or missing documentation information via e-mail or in person to the Homeless Trust, Deputy Director, Manny Sarria at mannys@miamidade.gov. Changes to narrative elements of the proposal will not be allowed. A deviation from the terms of this RFP may be cured so long as the deviation is immaterial in that it does not provide the proposer with an unfair competitive advantage. Failure to comply with these requirements may deem your application non-responsive.

G. ADDITIONAL INFORMATION/ADDENDA

Requests for additional information or clarification must be made in writing and received by the County contact person for this RFA no later than the deadline for receipt of questions specified in the RFA timetable. The request must contain the RFA title, Applicant's name, address, phone number and e-mail.. The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the Application due date. Applicants should not rely on any representations, statements or explanations other than those made in this RFA or in any written addendum to this RFA. Where there appears to be a conflict between the RFA and any addenda issued, the latest addendum issued shall prevail.

It is the Applicant's responsibility to ensure receipt of all addenda. The Applicant should verify with the designated contact persons prior to submitting an application that all addenda have been received. Applicants are required to acknowledge the number of addenda received as part of their applications (**Attachment 15**). Applicants who obtain copies of the RFA from sources other than the Miami-Dade County Homeless Trust risk the potential of not receiving addenda, since their names will not be included on the only list for that particular RFA. Such applicants are solely responsible for those risks.

Any questions, issue, objection or disagreement concerning, generated by, or arising from the published requirements, terms, conditions or processes contained or described in the solicitation document shall be deemed waived by the protester and shall be rejected as a basis for a bid protest unless it was brought by that bidder or proposer to the attention, in writing, of the contact person of the Homeless Trust, at least two working days (not less than 48 hours) prior to the hour of proposal submission. The purpose of this requirement is to expedite the procurement process by allowing the issuing department the opportunity to

consider, and to resolve or clarify in a timely fashion, through the issuance of a remedial solicitation addendum, if appropriate, any such questions, issue, objection or disagreement, but not limited to ambiguities or inconsistencies within the document.

The foregoing notwithstanding, an appeal may not challenge the relative weight of the evaluation criteria or the formula specified for assigning points therefore contained in the request for applications.

H. ADDITIONAL INFORMATION/REQUIREMENTS

The Trust shall be responsible for preparing and submitting the Collaborative Application to the County Mayor for his review and subsequent submission to HUD. Following the Selection of projects by HUD (and an appropriate environmental clearance if required), and execution of grant agreements between HUD and the County, the agency will enter into sub-recipient agreements with the County, through the Homeless Trust, for the services and housing proposed. Selected and funded applicants will be required to, at a minimum:

- 1) participate in the local Homeless Management Information System (HMIS) for all beds/units funded through this application;
- 2) participate in the HMIS at an agency-wide level of no less than 86% of all of the beds/units managed by the applicant and included in the Housing Inventory Checklist submitted to U.S.HUD, even if the beds/units are not funded through the Homeless Trust or U.S.HUD;
- 3) provide reports and other documents as may be needed or requested by U.S.HUD;
- 4) participate in required meetings and/or training sessions;
- 5) accept referrals only through the Miami-Dade County homeless Continuum of Care centralized outreach/intake process, or a continuum-approved process
- 6) provide services in accordance with the MDCCC's "Standards of Care"
- 7) Any project selected through this RFA process for inclusion in the Collaborative Application to HUD must submit additional documents and Certificates of Consistency, **Attachment 25**, for compiling the Collaborative Application. Failure to submit the required documents in the requested format by the stated date and time may result in the exclusion of the application in the Collaborative Application submitted.

XIV. APPEALS PROCESS

After the qualitative appraisal, rating and ranking evaluation, and oral presentations from applicants, the Evaluation/Selection Committee will report its findings as to the relative merits and recommendations to the County Mayor, Chairman, Applicants, and Clerk of the Board.

Respondents seeking appeal will be required to document their rationale for appeal on agency letter head, signed by an authorized agent. Appeal letters need to be couriered, mailed, faxed or emailed to the Homeless Trust Executive Director and received by the deadline for appeal specified in the RFA. Evaluation/Selection Committee recommendations, as well as any Trust Staff Administrative recommendations for renewal and new projects, shall be forwarded to the Miami-Dade County Homeless Trust Executive Committee who shall, at their duly noticed public meeting on September 15, 2017, consider the recommendations of the Evaluation/Selection Committee and Trust staff, and shall make a recommendation as to whether or not fund new projects recommended through this RFA process, including, but not limited to, directing Trust staff to negotiate any terms (up to and including requesting a "best and final offer"), in order to secure an agreement that serves the best interests of the County.

The Homeless Trust shall prepare and submit project grant agreements with selected sub-recipients resulting from this RFA, to the County Mayor or Mayor's Designee who shall, following review and approval by the County Attorney's Office, execute the sub-recipient agreements. *Notwithstanding, the final determination and approval of the federal funding is subject to approval by HUD. Selection through this RFA for inclusion in the Collaborative Application for funding pursuant to the NOFA solicitations for the Homeless Continuum of Care Program Competition does not guarantee funding from HUD.*

Applicants may request information and clarification on the ranking and rating of their proposal no less than 72 hours prior to the Miami-Dade County Homeless Trust Executive Committee's consideration and approval of renewal and new project recommendations, as outlined in the timeline of this RFA. Any and all questions regarding the evaluation of the proposals will be considered by the Miami-Dade County Homeless Trust Executive Committee, and their decision shall be final.