

**MIAMI-DADE COUNTY HOMELESS TRUST REQUEST FOR APPLICATIONS (RFA)
FOR HOMELESS DIVERSION AND INCLUSION IN THE 2020 USHUD NOTICE OF
FUNDING AVAILABILITY (NOFA) CONTINUUM OF CARE PROGRAMS**

A PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD at 2:00 p.m. on Tuesday, January 14, 2020 in conference room 18-4 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL 33128. A second workshop will be held at 10:00 a.m. on Wednesday, January 22, 2020 in the multi-purpose conference room of Chapman Partnership's South-Dade facility 28205 SW 124th Court, Homestead, FL 33033.

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

We invite government entities, and non-profit providers to review this RFA.

Renewal project responses to this RFA must be submitted in an approved electronic form and may be emailed or hand delivered to the contact person shown below no later than 2:00 p.m. eastern standard time on Wednesday, March 4, 2020. New project application responses, except for the Verde Garden's change of project sponsor, have been placed on hold until we have additional guidance from our federal partners on their process solicitation process. The change of project sponsor must be submitted in an approved electronic form and must be emailed to the contact person shown below no later than 2:00 p.m. eastern standard time on Monday, June 29, 2020. **NO EXCEPTIONS WILL BE MADE TO THE 2:00 P.M. DEADLINE.**

Manny Sarria
Miami-Dade County
Homeless trust
(305)546-4427
Manuel.Sarria@miamidade.gov

Submitting and collecting a delivery receipt for responses to this proposal, to the correct contact person, 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 electronic communications or any other occurrence. **Proposals may not be faxed.**

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

This solicitation has been modified to include instructions for the receipt and selection of applications for the change of project sponsor for Verde Garden's. The new project sponsor will be exempt from any F&B budget reductions to the Verde Garden's program for the remainder of the grant term through September 30, 2021. This project will then roll into the F&B competitive solicitation performed every three years. Respondents seeking new projects must agree to CoC efforts to address racial disparities. Research has found racial disparities in rates of homelessness, specifically, people of color, LGBT+ youth, and the Native American community experience homelessness at disproportionately higher rates. CoC efforts to prevent and end homelessness will consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., ensuring populations that experience greater disparities access PH at the same rate they enter the system).

Carrfour Supportive Housing has expressed their desire to no longer administer the Verde Garden's Permanent Supportive Housing program on the Homestead Airforce base. During this amended component of the NOFA competition, respondents may apply to become the new project sponsor for Verde Garden's.

THINGS YOU SHOULD KNOW BEFORE PREPARING YOUR RESPONSE

- **Participant Eligibility.** *Projects funded through this NOFA must have the following eligibility criteria for program participants. References to paragraphs of the definition of homelessness refer to the paragraphs listed under the definition of "homeless" in 24 CFR 578.3. All projects must participate in coordinated entry, and selection of program participants must be consistent with the CoC's Coordinated Entry process. As provided by the Consolidated Appropriations Act, 2019, youth aged 24 and under must not be required to provide third-party documentation that they meet the homeless definition in 24 CFR 578.3 as a condition for receiving services funded under this NOFA. Additionally, any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence. HUD interprets "youth-serving provider" as a private nonprofit organization whose primary mission is to provide services to youth aged 24 and under and families headed by youth aged 24 and under. HUD interprets "living in unsafe situations" as having an unsafe primary nighttime residence and no safe alternative to that residence. These youth-related requirements supersede any conflicting requirements under this NOFA or the CoC Program rule. Any youth-serving provider funded under this NOFA may serve unaccompanied youth aged 24 and under (or families headed by youth aged 24 and under) who have an unsafe primary nighttime residence and no safe alternative to that residence.*
- **HUD Policy Priorities**
 - **Ending homelessness for all persons.** *To end homelessness, CoCs should identify, engage, and effectively serve all persons experiencing homelessness. CoCs should measure their performance based on local data that consider the challenges faced by all subpopulations experiencing homelessness in the geographic area (e.g., veterans, youth, families, or those experiencing chronic homelessness). CoCs should have a comprehensive outreach strategy in place to identify and continuously engage all unsheltered individuals and families. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and long experiences of unsheltered homelessness to develop housing and supportive services tailored to their needs. Finally, CoCs should use the reallocation process to create new projects that improve their overall performance and better respond to their needs.*
 - **Creating a systemic response to homelessness.** *CoCs should be using system performance measures such as the average length of homeless episodes, rates of return to homelessness, and rates of exit to permanent housing destinations to*

determine how effectively they are serving people experiencing homelessness. Additionally, CoCs should use their Coordinated Entry process to promote participant choice, coordinate homeless assistance and mainstream housing and services to ensure people experiencing homelessness receive assistance quickly, and make homelessness assistance open, inclusive, and transparent.

- **Strategically allocating and using resources. Using cost, performance, and outcome data, CoCs should improve how resources are utilized to end homelessness. CoCs should review project quality, performance, and cost effectiveness. HUD also encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness. CoCs should also work to develop partnerships to help CoC Program participants sustainably exit permanent supportive housing, such as through partnerships with Public Housing Authorities (PHAs) and other government, faith-based, and nonprofit resources specializing in areas such as treating mental illness, treating substance abuse, job training, life skills, or similar activities, including those that help CoC Program participants, whenever possible, reach recovery, self-sufficiency, and independence. Finally, CoCs should review all projects eligible for renewal in FY 2019 to determine their effectiveness in serving people experiencing homelessness, including cost effectiveness.**
- **Using an Evidence-Based Approach. CoCs should prioritize projects that employ strong use of data and evidence, including the cost-effectiveness and impact of homelessness programs on positive housing outcomes, recovery, self-sufficiency, and reducing homelessness. Examples of measures that CoCs may use to evaluate projects include, but are not limited to: rates of positive housing outcomes, such as reduced length of time homeless and reduced rates of return to homelessness; improvements in employment and income; and improvements in overall well-being, such as improvements in mental health, physical health, connections to family, and safety.**
- **Increasing employment. Employment provides people experiencing homelessness with income to afford housing. Employment also improves recovery outcomes for individuals with mental illness or addiction. CoCs and CoC-funded projects should work with local employment agencies and employers to prioritize training and employment opportunities for people experiencing homelessness. CoC's should also promote partnerships with public and private organizations that promote employment.**
- **Providing Flexibility for Housing First with Service Participation Requirements. The traditional Housing First approach has two basic parts: First, individuals are rapidly placed and stabilized in permanent housing without any preconditions regarding income, work effort, sobriety or any other factor. Second, once in housing, individuals never face requirements to participate in services as a condition of retaining their housing. The first part, placement into permanent housing without preconditions, is an important priority to ensure that federal funds are allocated to providers that serve the most vulnerable homeless individuals. This NOFA maintains the commitment to unconditional acceptance of individuals into housing, especially for people with a high degree of vulnerability. At the same time, allowing service participation requirements once a person has been stably housed may promote important outcomes (e.g., employment, increased income, reduced substance use, and strengthened social connection), so this NOFA also provides communities and programs with flexibility, without penalty, to use service participation requirements after people have been stabilized in housing (consistent with 24 CFR 578.75(h)).**

II. DESCRIPTION OF FUNDING OPPORTUNITIES

The County is requesting proposals from one or more qualified Applicants, to become the new project sponsor for the Verde Garden’s Permanent Supportive Housing project. **All respondents are subject to the timeline in section II.”**

i. U.S.HUD NOFA Renewals

Carrfour Supportive Housing will not be renewing the Verde Garden’s PSH project. During this solicitation the Homeless Trust will be seeking a new project sponsor to assume operations of Verde Gardens effective 10/1/2020, see Attachment 27 the HUD eSnaps application. Included in the solicitation is the Verde Garden’s Services Agreement (**Attachment 21**), Carrfour Supportive Housing’s budget (**Attachment 22**), Change of Project Sponsor Application (**Attachment 23**), Change of Project Sponsor score sheet (**Attachment 24**) and HAP Agreement between PHCD and Carrfour Supportive Housing (**Attachment 28**). **A public meeting to discuss the Verde Garden’s change of project sponsor will be help on January 22, 2020 at 1:30 p.m. at Chapman Partnership, 1550 N. Miami Avenue, in their multi-purpose conference room.**

Background: Verde Gardens is a one hundred forty-five (145) unit permanent supportive housing facility serving formerly homeless, disabled families referred though the CoC’s Coordinated Entry process. The property is comprised twenty-seven (27) townhomes with 5-6 units in each. There are sixty (60) two (2) bedroom two (2) bath units, fifty (50) three (3) bedroom two (2) bath units and thirty-five (35) four (4) bedroom two (2) bath units. The property is located at 12550 SW 282nd Street, Homestead, FL. It sits on former federal surplus land adjacent to the Homestead Air Reserve Base. HHS conveyed the land to the county to use for the benefit persons experiencing homelessness. This project is co-located with a farm and community market operated by non-profit Redland Ahead, Inc. The selected provider is expected to collaborate, and enter into an MOU, with the operator of the farm/farmer’s market to prioritize clients for employment and training opportunities. The project has multiple sources of funding outlined in the table below. The current HUD CoC grant is intended to serve 110 households with 35 units funded with Miami-Dade County Public Housing and Community Development (PHCD) Project Based Vouchers (PBV). PBV’s are tied to a specific apartment and used by the family living there. When that family moves, the voucher stays with the unit, rather than moving with the family. In PBV’s, the PHA pays the owner the difference between 30 percent of family income and the gross rent for the unit. Click [here](#) to see frequently asked questions about PBV. PHCD has agreed to provide an additional 30 PBV vouchers to the property, therefore the 2020 CoC application to HUD will propose serving 80 households, instead of 110. Respondents will be expected to indicate how their organization can carry out this project and manage the project over time, describe the operating structure and staffing of the project, including management and maintenance, and the organization’s experience with a project-based voucher program and PBV Housing Assistance Payment contracts. PHCD will make housing assistance payments (HAP) to the provider in accordance with the HAP contract for those contract units leased and occupied by eligible families during the HAP contract term. For the PBV regulations click [here](#). The new respondent will have to register with PHCD as a new owner.

Funding Source	Amount Awarded	Start Date	End Date	Number of Persons Served	Notes
HUD CoC	\$545,387 (from HUD announcement)	6/1/2020	5/31/2021	110	The HUD funding application for FY 2020 will serve 80 households.

Food and Beverage	\$125,000	10/1/2019	9/30/2020	145	Recurring funds for Support Services
Food and Beverage	\$100,000	10/1/2019	9/30/2020	N/A	Recurring funds for eligible capital costs
Food and Beverage	\$651,592	10/1/2019	9/30/2020	145	Recurring funds for Support Services
PHCD	\$423,841	Various	Various	35	Recurring rental assistance funds
PHCD	\$357,600	Various	Various	30	Recurring rental assistance funds
Rent collected from tenants	\$20,600 per month	Various	Various	145	Possible source of income

Provider should be able to discuss its readiness to proceed based on the level of funds committed and other resources yet to be secured, including those to be leveraged through other grants and fundraising opportunities.

III. SELECTION PROCESS

Applications received pursuant to this RFA 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 of HUD projects is set forth in **Attachment 1**. Scoring criteria is provided for renewal projects (**Attachment 18**), New HUD projects (**Attachment 20**) and the F&B funded Diversion pilot (**Attachment 16**). 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 2020 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.

IV. IMPORTANT INFORMATION ALL APPLICANTS SHOULD KNOW

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 utilize the U.S.HUD Project Rating and Ranking tool, which also incorporates input from the CoC Subcommittee, to rank renewal project applications. 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 System Performance Measures and Federal goals, together with strategies to prevent and end homelessness outlined in the Miami-Dade County Community Homeless Plan: Priority Home, 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](#), 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. *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.
- b. *Housing Inventory Count (HIC)*. A complete listing of the community's HUD and non-HUD funded beds dedicated to the homeless.
- c. *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.
- d. *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.
- e. *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.
- f. *Housing First*. A model of housing assistance that is offered without preconditions (such as sobriety or a minimum income threshold) or service participation requirements. Rapid placement and stabilization in permanent housing are primary goals. The model often incorporates an Assertive Community Treatment approach designed to engage and work with program participants where they are.
- g. *Non-Dedicated Permanent Supportive Housing Beds*. Permanent Supportive Housing (PSH) 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 PSH beds as they become available through turnover.
- h. *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.
- i. *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 may be used to create new Permanent Housing.
- j. *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.
- k. *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 assistance.
- l. *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.
- m. *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.

- n. *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.
- o. *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.
- p. *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.
- q. *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.
- r. *eSnaps:* The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs.
- s. *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.
- t. *Annual Performance Report:* Used by HUD to track the progress and accomplishments of projects funded by the Department.
- u. *Grant Inventory Worksheet:* Used to record all grants that are eligible for renewal funding within the CoC's jurisdiction in the FY 2019 Continuum of Care Program (CoC) Competition.
- v. *DV Bonus:* For the purposes of this solicitation, DV Bonus is a short-to medium-term rental assistance project (RRH) that is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3.
- w. *Joint TH and PH-RRH:* the Joint TH and PH-RRH component project combines two existing program components—transitional housing and permanent housing-rapid rehousing—in a single project to serve individuals and families experiencing homelessness. HUD will require the recipient to adopt a Housing First approach (see Section II.A.4 of this NOFA) across the entire project and program participants may only receive up to 24-months of total assistance. When a program participant is enrolled in a Joint TH and PH-RRH component project, the recipient or subrecipient must be able to provide both components, including the units supported by the transitional housing component and the tenant-based rental assistance and services provided through the PH-RRH component, to all participants. A program participant may choose to receive only the transitional housing unit, or the assistance provided through the PH-RRH component, but the recipient or subrecipient must make both types of assistance available. Additionally, if CoC Program funds are not being requested for both TH and PH-RRH units, the project application must still describe the number of TH and PH-RRH units that will be utilized by the project, if selected for conditional award, and provide details in the project description of how TH and PH-RRH assistance will be provided.

If funded, HUD will limit eligible costs as follows, in addition to other limitations found in 24 CFR part 578:

(1) leasing of a structure or units, and operating costs to provide transitional housing;

(2) short- or medium-term tenant-based rental assistance on behalf of program participants to pay for the rapid rehousing portion of the project;

(3) supportive services;

(4) HMIS; and

(5) project administrative costs.

- x. *Expansion: The process by which an applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants. There are two types of expansion:*

(1) Expanding CoC Program Projects. Expansion in which a PH project applicant submits a new project application to expand the current operations of an eligible renewal project for which it is the recipient by adding additional CoC Program funds. Under this type of expansion, for the new expansion project to be selected for conditional award the renewal project application must also be selected for conditional award.

(2) Expanding a non-CoC Program funded project. Expansion in which a project applicant submits a new project application that requests CoC Program funds to add to a current permanent housing, homeless project that is funded from sources other than CoC Program funds. Racial Disparities: Research has found racial disparities in rates of homelessness. Specifically, blacks and Native Americans, and LGBTQ+ experiencing homelessness at disproportionately higher rates. Efforts to prevent and end homelessness should consider and address racial inequities to achieve positive outcomes for all persons experiencing homelessness (e.g., receiving necessary services and housing to exit homelessness).

- y. *Homelessness and Human Trafficking: HUD is clarifying that persons who are fleeing or attempting to flee human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3; and, therefore, the individuals may be eligible for certain forms of homeless assistance under the CoC Program, subject to other restrictions that may apply. HUD considers human trafficking, including sex trafficking, to be “other dangerous or life-threatening conditions that relate to violence against the individual or family member” under paragraph (4) of the definition of homeless at 24 CFR 578.3. HUD will consider an individual or family as homeless under paragraph 4 of the homeless definition under the following circumstances where an individual or family is fleeing or attempting to flee human trafficking that has:*

(1) either taken place within the individuals or family's primary night-time residence;

(2) made the individual or family afraid to return to their primary night-time residence; and the individual or family has no other residence; or

(3) the individual or family lacks the resources or support networks to obtain other permanent housing.

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 CoC permanent housing projects (PH:PSH & PH:RRH) are those referred by the Homeless Trust Housing Coordinator following Trust policy HT008, *Orders of Priority for Referral*, as may be amended. All providers seeking HUD and Food & Beverage 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 DedicatedPLUS definition at the time of the referral.

V. TIMELINE FOR DEVELOPMENT OF THE APPLICATION

The timeline for this RFA process is as follows:

New Project Applications	
Deadline for Submittal of Written Questions – RFA	12:00 p.m. Thursday May 21, 2020
Response to Written Questions – RFA	5:00 p.m. Friday, May 22, 2020
Deadline for email submission of RFA Applications	2:00 p.m. Monday, June 29, 2020
Responsiveness Review of Applications	June 30, 2020
Selection Committee Review of NEW Applications (on their own)	June 30- July 12, 2020
Selection Committee final scoring & opportunity for oral presentations from applicants Teleconference	9:00 a.m. - 12:00 p.m. Monday, July 13, 2020
Public meeting on Verde Garden’s change of project sponsor 1550 N. Miami Avenue, Miami, FL multi-purpose conference room	1:30 p.m. January 22, 2020
Notification to applicants regarding recommendations for new project ranking	5:00 p.m. Tuesday, July 14, 2020
Deadline for written appeals	5:00 p.m. Friday, July 17, 2020
Miami-Dade County Homeless Trust Board approves recommendations of applications submitted in response to RFA Stephen P. Clark Center, 111 NW 1 St, Miami, FL., 2 nd floor, Board of County Commissioners conference room (If needed, a teleconference will be held)	10:30 a.m. Friday, July 31, 2020

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

VI. RFA PRE-APPLICATION/TECHNICAL ASSISTANCE WORKSHOPS

Pre-application Workshop(s) was held beginning at 2:00 p.m. on Tuesday, January 14, 2020 in conference room 18-4 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL. A second workshop was held at 10:00 a.m. on Wednesday, January 22, 2020 in the multi-purpose conference room of Chapman Partnership’s South-Dade facility 28205 SW 124th Court, Homestead, FL 33033. Attendance to the Pre-Application workshops was not required, but is strongly recommended.

We invite government entities and non-profit providers, 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 by email.

The contact person for all inquiries related to this RFA is Manny Sarria, Deputy Director, Miami-Dade County Homeless Trust, mannys@miamidade.gov.

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). A copy of all electronic and written communications will 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) 546-4427

VII. THRESHOLD REQUIREMENTS FOR FUNDING

1. The change of project sponsor must continue Permanent Supportive Housing (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.
4. Operating funds, sponsor based rental assistance 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. Except for reallocation projects, these must be units newly designated to serve homeless people and ready for occupancy no later than 6 months after the award of funds. We anticipate HUD will announce awards in December 2020. Food and Beverage agreements: the Homeless Diversion pilot is anticipated to start on October 1, 2020 unless otherwise approved by the Board.
5. Projects must agree to enter client data into HMIS unless they are exclusively serving victims of Domestic Violence, 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.
6. HUD funded 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.
7. 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.

8. Applicants must submit the required certifications as specified in the RFA.

9. 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.
- 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.

10. Eligible localities:

- Projects must be located within Miami-Dade County.

11. Eligible populations:

- a. All projects must serve persons experiencing homelessness: 100% literally homeless families and/or single adults, including youth, coming directly from emergency shelters and/or unsheltered locations OR persons fleeing domestic violence, dating violence, sexual assault, stalking, human trafficking or other dangerous situations.
- b. All PH projects must follow the CoC's Orders of Priority for Referral, as may be amended.
- c. All PSH projects must document the participant's disability.
- d. All projects must be nonprofit organizations, States, local governments, and instrumentalities of State and local governments, and public housing agencies.
- e. Applications shall only be considered from project applicants in good standing with Miami-Dade County and 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 Miami-Dade County or 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.
- f. Applications shall only be considered from applicants who are not in corrective action status because of a project evaluation.

ADDITIONAL THRESHOLD REQUIREMENTS FOR NEW PROJECTS SEEKING HUD FUNDING

1. The total request for Verde Garden's 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.

ADDITIONAL THRESHOLD REQUIREMENTS FOR RENEWAL PROJECTS SEEKING HUD FUNDING

1. The total request for renewal projects that are not reallocating funds may be adjusted up or down based on what is approved by HUD and published on the GIW for that project.
2. Project applicants and potential subrecipients must have satisfactory capacity, drawdowns, and performance for existing grant(s) that are funded under the CoC Program, as evidenced by timely reimbursement of subrecipients, regular drawdowns, and timely resolution of any monitoring findings.
3. 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.
4. The project applicant's performance met the plans and goals established in the initial application, including exits to permanent housing.

VIII. NEEDS PRIORITIES AND PRIORITIZATION OF HUD FUNDED PROJECTS

Earlier this fiscal year, the MDCCC's Continuum of Care (CoC) reviewed the Miami-Dade County Community Homeless Plan: Priority Home, identified the community's homeless housing and service gaps and needs, and established funding priorities. 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.

IX. 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:
***Change of Project Sponsor applications are due
no later than 2:00 p.m. on
June 29, 2020.***

There are no exceptions to this deadline.

Applications can only be submitted via email. Applications in the approved electronic format must be addressed to Manny Sarria via email at Manuel.Sarria@miamidade.gov. **Applicants are solely responsible for obtaining delivery receipts for their application responses. The acceptable delivery receipt is an email from the contact person acknowledging receipt of your application.** Respondents must follow the guidance provided in the RFA Checklist, Attachment 2 to ensure all required

documents are collected as part of responses to this solicitation. The NOFA Application Certification page (**Attachment 12**) 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.

ALL NEW PROJECT APPLICATIONS SEEKING

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 4) must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations.
- ii. Budget Detail (Attachment 5).
- iii. Most recent APR, or outcome data from another reporting system for like projects.
Provide a copy of the new APR available in HMIS' "Reports" tab between 10/1/2018-09/30/2019. For DV Bonus projects: data from comparable database must address (1) rate of housing placement, (2) rate of housing retention, (3) improvements in safety, and (4) how the project applicant addresses multiple barriers faced by DV survivors. For respondents who do not participate in HMIS and are seeking a new bonus or new reallocation project, comparable database must include (1) Rate of persons who exit program into permanent destinations, (2) Rate of persons whose income increases as a result of program participation, and (3) Annualized costs per household served. For Diversion projects: data from comparable database must address (1) rate of contacts, (2) rate of diversion and (3) annual costs per household.

C. ALL PROJECT APPLICATIONS

- i. RFA Checklist
Please complete the RFA Checklist, (**Attachment 2**), checking off the list of all documents which must be submitted.
- ii. 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.
- iii. 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.
- iv. 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. MOUs are also required when the applicant is reporting third party, in-kind match.
- v. Match for HUD grants only
All applicants seeking HUD funding must complete and submit the match chart (**Attachment 13**) along with match commitment letters for each source of match. Match commitment letters

must be on agency letterhead.

- vi. All applicants seeking HUD funding must complete and submit the Code of Conduct form (**Attachment 19**) with each response on agency letter head sign by an authorized agent of the applicant.
- vii. 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.
- viii. 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.

- ix. 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.
- x. A copy of the list of Board of Directors is required for non-profit applicants.
- xi. 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.
- xii. 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*
- xiii. Affidavits - U.S.HUD Requirements
Please sign and include one copy of the attached Affidavit regarding applicable County Affidavits (**Attachment 9**).
- xiv. 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.

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

xvi. Certification for a Drug-Free Workplace

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

D. ASSEMBLY INSTRUCTIONS

Please refer to the RFA checklist (**Attachment 2**) to assist you in assembling the application for submission. 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.

E. ATTACHMENTS

Attachment 1	Miami-Dade CoC Scoring, Ranking and Reallocation Process
Attachment 2	RFA Checklist (all applicants)
Attachment 4	U.S.HUD: New Project Application
Attachment 5	New Project Budget Detail
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	NOFA application Certification Page (all applicants)
Attachment 13	Match chart (must be accompanied by match commitment letters)
Attachment 14	U.S.HUD: Affidavit Acknowledging U.S.HUD Requirements (all HUD applicants)
Attachment 17	Certification for a Drug Free Workplace (All applicants), must be dated no earlier than January 14, 2020
Attachment 19	U.S.HUD: Attachment 19 Code of Conduct for HUD Grant Programs must be provided on agency letterhead, only one copy is required per applicant
Attachment 20	New Project Scoring Criteria
Attachment 21	Verde Garden’s Services Agreement
Attachment 22	Verde Garden’s Carrfour Supportive Housing budget
Attachment 23	Verde Garden’s Change of Project Sponsor Application
Attachment 24	Verde Garden’s Change of Project Sponsor Scoring Criteria
Attachment 26	New Project Scoring Guidelines (for applicant use only, do not return with application)
Attachment 27	Verde Garden’s eSnaps application submitted to HUD
Attachment 28	HAP Agreement between PHCD and Carrfour Supportive Housing

X. 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.

XI. CoC RESPONSE TO U.S.HUD COLLABORATIVE APPLICATION:

Project applications must be submitted electronically via eSnaps by the collaborative applicant. Collaborative Applications will be posted on our website at least 48 hours before the NOFA is due to U.S. HUD. Applications will be entered and submitted by Homeless Trust staff with assistance from direct

grantees. 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.

XII. MARKET RENTS - U.S. HUD Application:

The following is a list of the HUD Fair Market Rents (FMRs) anticipated in the U.S. HUD applications: (Note: U.S.HUD will adjust these figures to the current FMR upon award.)

Fair Market Rents Effective January 1, 2019								
	SRO	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Fair Market Rent	\$813	\$1,084	\$1,285	\$1,625	\$2,164	\$2,621	\$3,014	\$3,407

XIII. MATCHING FUNDS FOR HUD PROJECTS

This section does not apply to F&B proposals.

XIV. 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 in 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 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.

XV. 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 12 of the proposal. 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. 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 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."

XVI. 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 letterhead, signed by an authorized agent. Appeal letters need to be emailed to the Homeless Trust Executive Director at Victoria.Mallete@miamidade.gov 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 Board who shall, at their duly noticed public meeting on July 31, 2020, 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 Board's consideration and approval of renewal and new project recommendations, as outlined in the timeline of this RFA. All questions regarding the evaluation of the proposals will be considered by the Miami-Dade County Homeless Trust Board, and their decision shall be final.