

**MIAMI-DADE COUNTY HOMELESS TRUST REQUEST FOR APPLICATIONS (RFA)
FOR INCLUSION IN THE FY 2024 USHUD CONTINUUM OF CARE PROGRAM
COMPETITION NOTICE OF FUNDING OPPORTUNITY (NOFO)**

The Miami-Dade County Homeless Trust, hereinafter referred to as the Continuum of Care (CoC), is soliciting proposals to renew existing projects or apply for new projects as part of our response to the FY 2024 U.S. HUD Continuum of Care Program Competition, hereinafter referred to at the Notice of Funding Opportunity (NOFO).

A PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD at 2:00 p.m. on Monday, June 17, 2024 via zoom.

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshop is **strongly recommended**. To join the Zoom Meeting enter:

<https://miamidade.zoom.us/j/83902170627?pwd=UHFZZW0vczhwUXhNWFQ4dkduOEFzZz09>

Dial by your location

• +1 786 635 1003 US (Miami)

Meeting ID: 839 0217 0627

Passcode: 656195

We invite tribes, government entities, including Public Housing Agencies, and non-profit providers to review this RFA.

Renewal and new project responses to this RFA must be emailed to Manuel.Sarria@miamidade.gov no later than 2:00 p.m. eastern standard time on Friday, July 19, 2024. **NO EXCEPTIONS WILL BE MADE TO THE 2:00 P.M. DEADLINE.** The New HUD Project Application ATTACHMENT 4 (Microsoft Word document), and New Project Budget Detail ATTACHMENT 5 (Microsoft Excel document) must remain in their original format (do not convert to PDF). Mr. Sarria will reply to your email with the application materials to confirm receipt of application responses. 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 be 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 mailed, hand delivered or faxed.**

Manny Sarria

Miami-Dade County Homeless Trust

(305)375-5739 or (305)546-4427

Manuel.Sarria@miamidade.gov

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 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 and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, persons fleeing domestic violence, dating violence, sexual assault and stalking and parenting or unaccompanied youth; promote access to and effective utilization of mainstream programs by homeless individuals 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 rule).

THINGS YOU SHOULD KNOW BEFORE PREPARING YOUR RESPONSE

- *Participant Eligibility. Projects funded through this NOFO must document eligibility criteria for program participants. For 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.*
- *HUD Policy Priorities and Program Highlights*
 1. **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 partner with housing, health care, and supportive services providers to expand housing options, such as permanent supportive housing, housing subsidies, and rapid rehousing. Additionally, CoCs should use local data to determine the characteristics of individuals and families with the highest needs and longest experiences of homelessness to develop housing and supportive services tailored to their needs.*
 2. **Use a Housing First approach.** *Housing First prioritizes rapid placement and stabilization in permanent housing and does not have service participation requirements or preconditions. There should be as few barriers as possible to entering housing including for poor credit, criminal backgrounds, or poor housing histories. CoC Program funded projects should help individuals and families move quickly into permanent housing, and the CoC should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify an inventory of housing available for rapid rehousing and permanent supportive housing for participants, remove barriers to entry, and adopt client-centered service methods. HUD encourages CoCs to assess how well Housing First approaches are being implemented in their communities.*
 3. **Reducing Unsheltered Homelessness.** *In recent years, the number of people experiencing unsheltered homelessness has risen significantly, including a rising number of encampments in many communities across the country. People living unsheltered have extremely high rates of physical and mental illness and substance use disorders. CoCs should identify permanent housing options for people who are unsheltered and employ innovative outreach strategies to engage people who are resistant or distrustful.*
 4. **Improving System Performance.** *CoCs should be using system performance measures (e.g., average length of homeless episodes, rates of return to homelessness, rates of exit to permanent housing destinations, increased income and access to benefits) 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. CoCs should review all projects eligible for renewal in FY 2024 to determine their effectiveness in serving people experiencing homelessness, including cost-effectiveness. CoCs should also look for opportunities to implement continuous quality improvement and other process improvement strategies. HUD*

significantly increased the points available for system performance rating factors in previous CoC NOFOs and plans to continue to do so in subsequent NOFOs.

5. Partnering with Housing, Health, and Service Agencies. Using cost performance and outcome data, CoCs should improve how all available resources are utilized to end homelessness. This is especially important as the CARES Act and American Rescue Plan have provided significant new resources to help end homelessness. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:

a. work closely with public and private healthcare organizations and assist program participants to obtain medical insurance to address healthcare needs;

b. partner closely with PHAs and state and local housing organizations to utilize coordinated entry, develop housing units, and provide housing subsidies to people experiencing homelessness. These partnerships can also help CoC Program participants exit permanent supportive housing through Housing Choice Vouchers and other available housing options. CoCs and PHAs should especially work together to implement targeted programs such as Emergency Housing Vouchers, HUD-VASH, Mainstream Vouchers, Family Unification Program Vouchers, and other housing voucher programs targeted to people experiencing homelessness. CoCs should coordinate with their state and local housing agencies on the utilization of new HOME program resources provided through the Homelessness Assistance and Supportive Services Program that was created through the American Rescue Plan;

c. partner with local workforce development centers to improve employment opportunities; and

d. work with tribal organizations to ensure that tribal members can access CoC-funded assistance when a CoC's geographic area borders a tribal area.

6. Racial Equity. In nearly every community, Black, Indigenous, and other people of color are substantially overrepresented in the homeless population. HUD is emphasizing system and program changes to address racial equity within CoCs. CoCs should review local policies, procedures, and processes to determine where and how to address racial disparities affecting individuals and families experiencing homelessness.

7. Improving Assistance to LGBTQ+ Individuals. Discrimination on the basis of gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination. CoCs should address the needs of LGBTQ+, transgender, gender non-conforming, and non-binary individuals and families in their planning processes. Additionally, when considering which projects to select in their local competition to be included in their application to HUD, CoCs should ensure privacy, respect, safety, and access regardless of gender identity or sexual orientation in projects. CoCs should also consider partnering with organizations with expertise in serving LGBTQ+ populations.

8. Persons with Lived Experience. HUD is encouraging CoCs to include in the local planning process people who are currently experiencing or have recently experienced homelessness to address homelessness. People with lived experience should determine how local policies may need to be revised and updated, participate in CoC meetings and committees as stakeholders, provide input on decisions, and provide input related to the local competition process (e.g. how rating factors are determined). CoCs should seek opportunities to hire people with lived experience.

9. Increasing Affordable Housing Supply. The lack of affordable housing is a main driver of homelessness. CoCs play a critical role in educating local leaders and stakeholders about the importance of increasing the supply of affordable housing and the specific consequences of the continued lack of affordable housing. CoCs should be communicating with jurisdiction leaders, including for the development of Consolidated Plans, about the harmful effects of the lack of affordable housing, and they should engage local leaders about steps such as zoning and land use reform that would increase the supply of affordable housing. The FY2023 CoC NOFO awarded points to CoCs that took steps to engage local leaders about increasing affordable housing supply.

- Funds awarded for rental assistance will be adjusted in one of two ways.

a. Funds awarded for rental assistance in all new and renewal projects requesting the Fair Market Rents (FMR) will be adjusted by applying the FMR in effect at the time of application submission to HUD, including instances where the FMR for a specific area has decreased from the previous year.

b. Funds awarded for rental assistance for renewal projects that request less than FMR (i.e., a per-unit amount based on the actual rent costs per unit), will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. If the FMR for a specific area decreased from the previous year, project applicants will not receive an award that exceeds the FMR after adjustment. If the FMR for the project applicant's entire area decreased from the previous year, the project will be awarded the lesser amount of the per-unit amount requested by the project applicant, based on the actual rent costs per unit, or the FMR after adjustment.

- *Funds awarded for operating and leasing in Permanent Housing (PH) projects will be increased based on the average increase in FMR amounts within the CoC's geographic area, weighted for population density. Because leasing and operating costs do not decrease relative to rent amounts for specific units (e.g., operating costs for 10 units that have rents of \$500 are likely the same as for 10 units that have rents that are \$450) adjustments to leasing and operating budget line items (BLIs) will not include decreases if FMRs decrease in the geographic area. The operating and leasing BLIs in these projects will remain the same as in the most recent grant agreement or grant agreement amendment.*

II. DESCRIPTION OF FUNDING OPPORTUNITIES

All respondents are subject to the timeline in section V.

This solicitation is being issued ahead of the FY 2024 NOFO publication using the project criteria allowed in the FY 2023 Collaborative Application. This solicits renewal project applications from all current CoC grants that will expire in Calendar Year (CY) 2025 and new project applications for funding using reallocated funds, new bonus, and DV bonus funds.

i. U.S. HUD NOFO Renewal project types

- (a) Permanent Supportive Housing
- (b) Rapid Re-Housing
- (c) Support Services Only: Street Outreach
- (d) Joint Transitional Housing and Rapid Re-Housing

ii. U.S. HUD NOFO New Reallocation and New Bonus project types (New Reallocation projects projected at \$2,600,000 and New Bonus projects projected \$3,000,000). For a detail of all eligible activities for each project type visit: <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-eligible-activities/coc-eligible-activities-overview/>

- (a) Coordinated Entry project proposing supportive services necessary to assist program participants obtain and maintain housing. Services may also be provided for no more than 6 months after entering Permanent Housing, to assist their adjustment to independent living. Examples of activities that may be budgeted include: reasonable one-time moving costs to include truck rental and hiring a moving company; the cost of providing meals or groceries; case management; counseling; cost of obtaining federal, State, and local benefits; costs of assisting eligible program participants to locate, obtain, and retain suitable housing; securing utilities or providing a one-time utility deposit; mediation with property owners and landlords, including legal services; credit counseling, accessing a free personal credit report, and resolving personal credit issues; payment of rental application fees; transportation costs and a cell phone to be used by the individual performing outreach; providing meals, blankets, clothes,

or toiletries; and, costs of program participant's travel on public transportation or purchase of a vehicle by the CE provider to transport clients. The Homeless Trust is seeking a respondent that comprehensively considers the needs of an unsheltered persons including, securing identification, applying for housing, transportation and Housing Navigation, securing deposit and housing application fees, and securing furniture and household goods; mileage allowance for service workers to visit program participants. The applicant for CE should consider applying for or must formally partner with the applicant applying for RRH 2.0.

- (b) RRH 2.0 is designed to work with the CE project to cover security deposits in an amount not to exceed 2 months of rent for clients that secure housing in programs that do not pay security deposits (Legacy S+C or homeless set-aside). Security deposits cannot exceed the amount of rent in the Housing Assistance Payment agreement between the landlord and the entity paying the rent. The provider may also pay one month's rent for any damage to a unit secured by clients referred through the CES.
- (c) New PSH prioritizing chronic homeless households without children, originally engaged in a place not meant for human habitation. The PSH provider must demonstrate coordination with a healthcare organization(s). In the case of Substance Abuse treatment, the commitment must provide access to treatment or recovery services for all program participants who qualify and choose those services. Services to be provided by a healthcare organization of CHMC should total an amount that is equivalent to 25 percent of the funding being requested for the project. Acceptable forms of commitment are formal written agreements and must include: (1) value of the commitment, (2) dates the healthcare resources will be provided. In-kind resources must be valued at the local rates consistent with the amount paid for services not supported by grant funds. . The Homeless Trust is seeking 100 units of Public Housing to leverage this application. Any leveraging yield will take the place of leasing or rental assistance being requested as part of this activity, but PSH applicants are encouraged to include the cost or rent in their applications.
- (d) Rapid Re-Housing (RRH) prioritizing households with minor children. Assistance is limited to 24 months. Individuals should also be assisted to increase income to ensure housing stability. Providers must demonstrate the ability to obtain public benefits quickly, and include supportive employment or have a MOU with an employment-focused provider or program.
- (e) Permanent Supportive Housing Expansion of existing PH (expansion component must be part of a new project application). For the definition of expansion refer to Section IV.x. below.
- (f) DV Bonus Projects¹.
DV Bonus serving survivors of domestic violence, dating violence, sexual assault, human trafficking or stalking not to exceed \$3,000,000 for one or both of the following components:

¹ Please note, as part of the passage of VAWA 2022 which reauthorized VAWA, the McKinney-Vento homeless definition as it applies to domestic violence survivors was changed. The new definition reads *[changed language in italics]*

- Any individual or family who
 - (i) **is experiencing trauma or lack of safety related to**, or fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous, traumatic, or life-threatening conditions related to the violence against the individual or a family member in the individual's or family's current housing situation, **including where the health and safety of children are jeopardized;**
 - (ii) Has no other safe residence; and
 - (iii) Lacks the resources to obtain other safe permanent housing.

- a. Rapid Rehousing which can include the expansion of an existing renewal project not dedicated to serving survivors of domestic violence with the expansion solely for additional units, beds or services dedicated to persons eligible to be served with DV Bonus funding.
- b. Joint component Transitional Housing and Rapid Re-Housing where the Rapid Re-Housing component is at least twice as much as the Transitional Housing component. For example, someone seeking \$1,000,000 in Transitional Housing must include at least \$2,000,000 in the Rapid Re-Housing component. For the definition of the joint component project, refer to Section IV.w. below. Any proposed joint component DV Bonus project request must fund new, unutilized transitional housing beds, not currently participating in the Homeless Management Information System, that will add system capacity and increase the CoC's Housing Inventory Count.
- c. One Coordinated Entry project to better meet the needs of people experiencing homelessness who are survivors
- d. The minimum request for a DV bonus project is \$50,000.

In addition to the options provided above, respondents may consolidate two, but no more than ten, eligible renewal projects during the application process. Applicants intending to use the consolidation process must ensure:

- (a) BLIs for the consolidated project application submitted must exactly match the sum of the BLIs for each of the individual projects as they appear on the GIW; and
- (b) the projects have the same recipient and are for the same component.

A TH and a PH project cannot consolidate to form a Joint TH/PH-RRH component project. **Attachment 3**, the Consolidated Program Application must be submitted to express your intent to consolidate projects.

Letters of Intent are required for partial or full reallocation of existing programs, intent to apply for reallocation, expansion, bonus and DV bonus project applications, and for new project sponsors. Please email your letters of intent to Manuel.Sarria@miamidade.gov by noon on Monday, July 1, 2024. Letters of intent are not binding. For coordination with healthcare organizations, sources can include direct contributions from a public or private health insurance provider or the provision of healthcare services by a private or public organization tailored to the project. Eligibility criteria for the project cannot be restricted by the eligibility requirements of the health care service provider. Health care organizations can include substance abuse treatment and recovery providers which must provide services for all program participants who qualify and choose these services.

III. SELECTION PROCESS

Renewal projects will be rated and ranked using the HUD tool (**Attachment 18**). **The CoC will be using reallocation to maximize services, effectively compete in the CoC Program Competition and/or address underperforming projects. The CoC needs to reallocate \$2,600,000.00 to remain competitive in the FY 2024 NOFO. Projects created through voluntary reallocation will be provided bonus points.** New 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. Scoring criteria is provided for New HUD projects (**Attachment 20**). 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. The criteria for selection and ranking of HUD projects is set forth in **Attachment 1**.

PLEASE NOTE: Inclusion in the FY 2024 NOFO for the Homeless Continuum of Care Program Competition Collaborative Application to be 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

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 U.S. HUD's Homelessness Policy and Program Priorities, U.S. 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 and 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 PSH unit vacancies to serve chronically homeless and people experiencing unsheltered homelessness.

All RFA respondents seeking U.S. 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 the 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.
- 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. 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 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. *DedicatedPlus*: A DedicatedPLUS project is a permanent supportive housing (PH-PSH) project where the entire project will serve individuals and families where the head of household has a disability and who meet any of the following criteria at project entry (in any order): 1. Experiencing chronic homelessness as defined in 24 CFR 578.31 ; 2. Residing in a transitional housing project that will be eliminated and meets the definition of chronically homeless in effect at the time in which the individual or family entered the transitional housing project; 3. Residing in a place not meant for human habitation, emergency shelter, or safe haven; but the individuals or families experiencing chronic homelessness as defined at 24 CFR 578.3 had been admitted and enrolled in a permanent housing project within the last year and were unable to maintain a housing placement; 4. Residing in transitional housing funded by a Joint transitional housing (TH) and rapid re-housing (PHRRH) component project and who were experiencing chronic homelessness as defined at 24 CFR 578.3 prior to entering the project; 5. Residing and has resided in a place not meant for human habitation, a

safe haven, or emergency shelter for at least 12 months in the last three years, but has not done so on four separate occasions; or 6. Receiving assistance through a Department of Veterans Affairs (VA)-funded homeless assistance program and met one of the above criteria at initial intake to the VA's homeless assistance system. PSH projects must either serve the chronically homeless or the DedicatedPLUS population.

- h. *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. This will occur through the coordinated entry process.
- i. *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.
- j. *Reallocation.* Reallocation is when a CoC shifts funds in whole or part from existing eligible renewal projects to create one or more eligible new projects without decreasing the CoC's ARD. In this RFA, reallocation may be used to create new Permanent Housing.
- k. *Rapid Re-Housing.* Rapid Re-Housing means time limited, short to medium-term rental assistance with support services for homeless households. Generally, rental assistance (RA) and support services are designed to enable households to live independently and without a continuing subsidy. Rental assistance may include security deposits and last month's rent, in addition to paying contracted rent.
- l. *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.
- m. *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.
- n. *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.
- o. *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.
- p. *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.
- q. *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.
- r. *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.
- s. *eSnaps:* The electronic grants management system managed by HUD's Office of Special Needs Assistance Programs.
- t. *SAGE:* U.S. HUD's reporting system for the submission of its Continuum of Care (CoC) Program Annual Performance Report (APR) which became effective April 1, 2017.

- u. *Annual Performance Report: Used by U.S. HUD to track the progress and accomplishments of projects funded by the Department.*
- v. *Grant Inventory Worksheet: Used to record all grants that are eligible for renewal funding within the CoC's jurisdiction in the FY 2024 Continuum of Care Program (CoC) Competition.*
- w. *DV Bonus: For the purposes of this solicitation, DV Bonus is a short-to medium-term rental assistance project (RRH) with supportive services that is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking as defined in paragraph (4) at 24 CFR 578.3; a joint transitional housing/rapid rehousing project; or a DV Coordinated Entry project to better meet the needs of people experiencing homelessness who are survivors.*
- x. *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 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.*
- y. *Expansion: The process by which a renewal project applicant submits a new project application to expand its current operations by adding units, beds, persons served, services provided to existing program participants, or in the case of HMIS, increase the current HMIS activities within the CoC's geographic area. DV Bonus funds can only be used to expand an existing renewal project if the expansion project is dedicated to survivors of domestic violence, dating violence, sexual assault, or stalking who qualify under paragraph (4) of the definition of homeless at 24 CFR 578.3; however, only the new project application for the expansion will be considered for DV Bonus funds. For projects that are expanding their current CoC Program-funded project, project applicants will be required to submit:*
 - (1) *the renewal project application that will be expanded; and*
 - (2) *a new project application with the expansion information.*
- z. *Homelessness and Human Trafficking: U.S. 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. U.S. 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.*

aa. *Transition application. A grant to fund a new CoC project to transition an eligible renewal project being eliminated through reallocation from one program component to another eligible new component over a 1-year period.*

The population served by U.S. 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 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:

<p>Pre-application workshop</p> <p>Join Zoom Meeting https://miamidade.zoom.us/j/83902170627?pwd=UHFZZW0vczhwUXhNWFQ4dkduOEFzZz09</p> <p>Dial by your location • +1 786 635 1003 US (Miami)</p> <p>Meeting ID: 839 0217 0627 Passcode: 656195</p>	<p>2:00 p.m. Monday, June 17, 2024</p>
<p>Public meeting to discuss ranking, reallocation, bonus projects and respondent questions about the RFA</p> <p>Join Zoom Meeting https://miamidade.zoom.us/j/83840514782?pwd=R0NPejRoeTgwT0pUeFFHNmQ0L1NxQT09</p> <p>Dial by your location • +1 786 635 1003 US (Miami)</p> <p>Meeting ID: 838 4051 4782 Passcode: 720632</p>	<p>2:00 p.m. Monday, June 24, 2024</p>
<p>Letters of intent to expand, reallocate or apply for a new bonus project</p>	<p>12:00 p.m. Monday, July 1, 2024</p>
<p>Deadline for Submittal of Written Questions – RFA</p>	<p>2:00 p.m. Wednesday, July 10, 2024</p>
<p>Response to Written Questions – RFA</p>	<p>12:00 p.m. Thursday, July 11, 2024</p>
<p>Deadline for email submission of RFA Applications</p>	<p>2:00 p.m. Friday, July 19, 2024</p>
<p>Responsiveness Review of Applications</p>	<p>July 19-22, 2024</p>
<p>Selection Committee Review of NEW Applications (on their own)</p>	<p>July 23-August 4, 2024</p>
<p>Selection Committee final scoring & opportunity for oral presentations from applicants</p> <p>Stephen P. Clark Center</p>	<p>9:00 a.m. Monday, August 5, 2024</p>

111 NW 1 st Street 18 th floor, conference room18-2 Miami, FL 33128	
Notification to applicants regarding recommendations for new and renewal project ranking and notice to rejected projects.	9:00 a.m. Tuesday, August 6, 2024
Deadline for written appeals	5:00 p.m. Thursday, August 8, 2024
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., 2nd floor, Commission Chambers	9:30 a.m. Friday, August 9 <u>September 26</u> , 2024

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) to be held at **2:00 p.m. on Monday, June 17, 2024 via zoom.**

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshop is strongly recommended. To join the Zoom Meeting enter:

<https://miamidade.zoom.us/j/83902170627?pwd=UHFZZW0vczhwUXhNWFQ4dkduOEFzZz09>

Dial by your location

• +1 786 635 1003 US (Miami)

Meeting ID: 839 0217 0627

Passcode: 656195

Attendance to the Pre-Application workshop is not required, *but is strongly recommended.*

We invite government entities, including Public Housing Agencies (PHAs), non-profit providers and tribes to review this RFA prior to applying for this funding opportunity. Please remember that new projects must meet the identified priorities for the Miami-Dade County’s Continuum of Care (CoC), 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, Assistant Executive Director, Miami-Dade County Homeless Trust, Manuel.Sarria@miamidade.gov.

A. CONE OF SILENCE

Pursuant to Section 2-11.1(t) of the Code of Miami-Dade County, as amended (the “Code”), a “Cone of Silence” is imposed upon each RFA, RFP or RFQ after advertisement and terminates at the time a written recommendation is issued. The Cone of Silence prohibits any communication regarding RFA, RFPs or RFQs between, among others:

- potential Proposers, service providers, lobbyists or consultants and the County’s professional staff including, but not limited to, the County Mayor and the County Mayor’s staff, County Commissioners or their respective staffs;
- the County Commissioners or their respective staffs and the County’s professional staff including, but not limited to, the County Mayor and the County Mayor’s staff; or

□ potential Proposers, service providers, lobbyists or consultants, any member of the County's professional staff, the Mayor, County Commissioners or their respective staffs and any member of the respective Competitive Selection Committee.

The provisions do not apply to, among other communications:

- oral communications with the staff of the Vendor Outreach and Support Services Section, the responsible Procurement Contracting Officer (designated as the County's contact on the face of the Solicitation), provided the communication is limited strictly to matters of process or procedure already contained in the Solicitation document;
- oral communications at pre-Proposal conferences and oral presentations before Competitive Selection Committees during any duly noticed public meeting, public presentations made to the Board of County Commissioners (the "Board") during any duly noticed public meeting;
- recorded contract negotiations and contract negotiation strategy sessions; or
- communications in writing at any time with any County employee, official or member of the Board of County Commissioners unless specifically prohibited by the applicable RFA, RFP or RFQ documents.

When the Cone of Silence is in effect, all potential vendors, service providers, bidders, lobbyists and consultants shall file a copy of any written correspondence concerning the particular RFA, RFP or RFQ with the Clerk of the Board, which shall be made available to any person upon request. The County shall respond in writing (if County deems a response is necessary) and file a copy with the Clerk of the Board, which shall be made available to any person upon request. Written communications may be in the form of e-mail, with a copy to the Clerk of the Board at clerkbcc@miamidade.gov.

All requirements of the Cone of Silence policies are applicable to this Solicitation and must be adhered to. Any and all written communications regarding the Solicitation are to be submitted only to Manuel.Sarria@miamidade.gov with a copy to the Clerk of the Board. The Proposer shall file a copy of any written communication with the Clerk of the Board. The Clerk of the Board shall make copies available to any person upon request.

VII. THRESHOLD REQUIREMENTS FOR FUNDING

1. All applications must agree to request no more than 12 months of funding, although new applicants may request an initial contract term of up to 18 months.
2. 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, (11) Utility Deposits, (12) Education services, (13) Childcare, (14) mental health services, (15) out-patient health services, and (16) substance abuse treatment services (§ 578.53).
3. 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 U.S. HUD will announce awards in December 2024.
4. Projects must agree to:
 - Enter client data into HMIS (except for Victim Services Providers). Victim Services Providers must have an equivalent data base with a homeless module that mirrors the HMIS universal data elements,
 - Participate in the Point-in-Time (PIT) Count, and
 - Participate in the CoC's Coordinated Entry System (CES), meaning all referrals for RRH and PSH are generated by the Homeless Trust Housing Coordinator. Pursuant to the CoC's CES, joint TH:RRH may serve youth referred by the Public Child Welfare Agency (PCWA).
5. U.S. HUD funded projects must comply with match requirements (25 percent of budget line items excluding leasing) 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.

6. 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 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.
7. 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 by the end of calendar year 2025.
 - 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 Homeless Trust Housing Coordinator.
8. Eligible localities:
 - Projects must be located within Miami-Dade County.
9. Eligible populations:
 - 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 traumatized by or fleeing domestic violence, dating violence, sexual assault, stalking, human trafficking or other dangerous situations.
 - All PH projects must follow the CoC's Orders of Priority for Referral, as may be amended.
 - All PSH projects must document the participant's disability.

- All project applicants must be non-profit organizations, the state or local government entities, including PHA's, or tribes,
 - Applications shall only be considered from project applicants in good standing with Miami-Dade County and U.S. 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 U.S. 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 because of a project evaluation.
10. Environmental Review Requirements must be met by new project applicants that acquire, rehabilitate, convert, lease, repair, dispose of, demolish, or construct property.
 11. The total request for new projects may not exceed what is available through this RFA.
 12. 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.
 13. The project application must adhere to the HUD policy priorities found in section I of this RFA.
 14. The total request for renewal projects must match what is published on the GIW for that project, unless funds are reallocated.
 15. 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.
 16. 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.
 17. 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 Miami-Dade'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:

***Applications are due
no later than 2:00 p.m. on
Friday, July 19, 2024.***

There are no exceptions to this deadline.

Applications can only be submitted via email. The New HUD Project Application ATTACHMENT 4

(Microsoft Word document), and New Project Budget Detail ATTACHMENT 5 (Microsoft Excel document) must remain in the original electronic format (do not convert these Microsoft Word and Excel documents to PDF). Responses 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 NOFO 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: EACH application for which funding is being requested, whether for renewal funding or new funding must be submitted separately.

A. ALL NEW PROJECT APPLICATIONS

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 10/1/2022-09/30/2023. When possible, APR’s for like project types should be submitted. When a like project type APR is not available, APR’s for another project type can be submitted along with outcome data from other reporting systems which demonstrate an ability to successfully operate the proposed project. 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.
- iv. Certificate of Consistency/Consolidated Plan (**Attachment 7**) must be obtained from one the entitlement jurisdictions where the project will be located. See below list of the entitlement jurisdictions and their contact information. Only applicants for new projects (Reallocation, Bonus, DV Bonus or Expansion) must obtain the Certificate of Consistency from the appropriate entitlement jurisdiction, and submit along with their response to the application; the Homeless Trust will obtain Certificates of Consistency for all renewal projects. For projects that are not located in one of the entitlement jurisdictions listed below, please seek the Certificate of Consistency from Mary Pacheco or Evelyn Contreras, Miami-Dade Public Housing and Community Development at mary.pacheco@miamidade.gov or evelyn.contreras2@miamidade.gov.

Entitlement Jurisdiction	Point of Contact	Email
Hialeah	Roman Garcia Jr.	rog6076@hialeahfl.gov
Miami Gardens	Craig Clay	cclay@miamigardens-fl.gov
Miami Beach	Rickelle Williams	RickelleWilliams@miamibeachfl.gov
City of Miami	Arthur Noriega	anoriega@miamigov.com
Homestead	Carlos M. Perez	cperez@cityofhomestead.com
North Miami	Tanya Wilson-Sejour	twilson@northmiamifl.gov

B. ALL NEW PROJECT APPLICATIONS REQUESTING HUD FUNDING FOR THE FIRST TIME

- i. Agency Financial Audit

- Provide a copy of the most recent Agency Audit.
- ii. 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.
 - iii. A copy of the list of Board of Directors is required for non-profit applicants.
 - iv. 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
 - v. Affidavits - Local
Please sign and include one copy of the attached Affidavit regarding applicable County Affidavits (**Attachment 9**).
 - vi. Previous Contractual Relationship Review Form (**Attachment 10**) to demonstrate their performance in non-Trust funded programs.
 - vii. All applicants seeking HUD funding must complete and submit one copy of the Affidavit acknowledging notification of the USHUD Requirements (**Attachment 14**).
 - viii. Certification for a Drug-Free Workplace
All applicants must complete and submit one copy of the Certification for a Drug-Free Workplace (**Attachment 17**).
 - ix. 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.
 - x. 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 corpshelp@dos.state.fl.us , or contact the agency at 1-850-245-6052 for additional information.

C. ALL RENEWAL PROJECT APPLICATIONS

- i. Renewal Project Application (**Attachment 6**) added new equity questions that will require a narrative from each applicant.
- ii. Grant Inventory Worksheet (**Attachment 15**)
- iii. When you are consolidating renewal projects please include the Consolidated Project Application (**Attachment 3**)

D. 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. 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.
- iii. 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), not a letter(s) of support, between the providers performing the proposed activities. MOUs are also required when the applicant is reporting third party, in-kind match.
- iv. Match for HUD grants only
All applicants seeking HUD funding must provide match for up to 25% of their budget, excluding costs for the Leasing budget line item. Respondents 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 and commitment letters must align with current match sources submitted as part of the reimbursement request. Renewal projects will be exempt from completing question 6 in the renewal project application nor submitting match commitment by the due date if HUD has not posted the GIW by June 30, 2024. If HUD posts the GIW on or after July 1, 2024, renewal projects will be asked to submit their match commitment letters and the match chart at least 30 days before the HUD deadline for submitting the applications through eSnaps, and they will confirm their annual renewal amount during the GIW validation.
- v. 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.

E. 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. Committee members will be provided with a copy of the RFA, electronic responses for new project applications, responses to written questions, the New Project Scoring Criteria (**Attachment 20**) and the New Project Scoring Guidelines (**Attachment 21**) along with instructions for rating application on their own.

F. ATTACHMENTS

Attachment 1	Miami-Dade CoC Scoring, Ranking and Reallocation Process
Attachment 2	RFA Checklist (all applicants)
Attachment 3	Consolidated Project Application

Attachment 4	New Project Application
Attachment 5	New Project Budget Detail
Attachment 6	Renewal Project Application
Attachment 7	Certificate of Consistency (for new project applications)
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	NOFO 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 15	2024 Grant Inventory Worksheet (GIW) – pending HUD posting
Attachment 16	Renaming a Renewal Project Application
Attachment 17	Certification for a Drug Free Workplace (All applicants), must be dated no earlier than June 1, 2024
Attachment 18	Scoring Criteria for Renewal Projects
Attachment 20	New Project Scoring Criteria

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 NOFO 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. FAIR 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.) New project applications must request the FMR for any units to be assisted with rental assistance.

	0 BR	1 BR	2 BR	3 BR	4 BR
Fair Market Rent	\$1,362	\$1,546	\$1,923	\$2,530	\$2,997

XIII. MATCHING FUNDS FOR HUD PROJECTS

24 CFR 578.73 provides the information regarding match requirements. Project applicants that intend to use program income as a match must provide an estimate of how much program income will be used for the match. Program income includes tenant rent payments paid directly to the grant recipient or subrecipient. Rents paid to private landlords cannot be counted toward match.

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 SAGE and HMIS data (except for Victim Services Providers who must keep a separate database that collects the HUD Universal Data Elements).

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

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

The County may, at its sole and absolute discretion, reject any and all or parts of any or all Proposals; accept parts of any and all Proposals; further negotiate project scope and fees; postpone or cancel at any time this Solicitation process; or waive any irregularities in this Solicitation or in the Proposals received as a result of this process. In the event that a Proposer wishes to take an exception to any of the terms of this Solicitation, the Proposer shall clearly indicate the exception in its Proposal. No exception shall be taken where the Solicitation specifically states that exceptions may not be taken. Further, no exception shall be allowed that, in the County's sole discretion, constitutes a material deviation from the requirements of the Solicitation. Proposals taking such exceptions may, in the County's sole discretion, be deemed nonresponsive. The County reserves the right to request and evaluate additional information from any Proposer regarding Proposer's responsibility after the submission deadline as the County deems necessary.

The Proposer's Proposal will be considered a good faith commitment by the Proposer to negotiate a contract with the County, in substantially similar terms to the Proposal offered and, if successful in the process set forth in this Solicitation and subject to its conditions, to enter into a Contract substantially in the terms herein. Proposer Proposal shall be irrevocable until Contract award unless the Proposal is withdrawn. A Proposal may be withdrawn in writing only, addressed to the County contact person for this

Solicitation, prior to the Proposal due date and time.
on for this Solicitation, prior to the Proposal due date and time.

Proposers are hereby notified that all information submitted as part of, or in support of Proposals will be available for public inspection after opening of Proposals, in compliance with Chapter 119, Florida Statutes, (the "Public Record Law")

Any Proposer who, at the time of Proposal submission, is involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law, may be found non-responsible.

To request a copy of any code section, resolution and/or administrative/implementing order cited in this Solicitation, contact the Clerk of the Board at (305) 375-5126, Monday- Friday, 8:00 a.m. – 4:30 p.m.

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. Aspirational Policy Regarding Diversity

Pursuant to Resolution No. R-1106-15, County vendors are encouraged to utilize a diverse workforce that is reflective of the racial, gender and ethnic diversity of Miami-Dade County and employ locally based small firms and employees from the communities where work is being performed in their performance of work for the County. This policy shall not be a condition of contracting with the County, nor will it be a factor in the evaluation of Solicitations unless permitted by law.

E. 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".

F. 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.

G. 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 electronic documentation, 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 the certification page. 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.

H. 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.

I. Communication with Competitive Selection Committee Members

Proposers are hereby notified that direct communication regarding this Solicitation, written or otherwise, to individual Competitive Selection Committee (or Review Team) Members or, to the Competitive Selection Committee (or Review Team) as a whole, are expressly prohibited. Any oral communications with Competitive Selection Committee (or Review Team) Members other than as provided in Section 2-11.1 of the Code, are prohibited.

J. Public Entity Crimes

Pursuant to Paragraph 2(a) of Section 287.133 of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal for a contract to provide any goods or services to a public entity; may not submit a Proposal on a contract with a public entity for the construction or repair of a public building or public work; may not submit Proposals on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

orm work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and, may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 of the Florida Statutes for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

K. Lobbyist Contingency Fees

a) In accordance with Section 2-11.1(s) of the Code, after May 16, 2003, no person may, in whole or in part, pay, give or agree to pay or give a contingency fee to another person. No person may, in whole or in part, receive or agree to receive a contingency fee.

b) A contingency fee is a fee, bonus, commission or non-monetary benefit as compensation which is dependent on or in any way contingent upon the passage, defeat, or modification of: 1) any ordinance, resolution, action or decision of the County Commission; 2) any action, decision or recommendation of the County Mayor or any County board or committee; or 3) any action, decision or recommendation of any County personnel during the time period of the entire decision-making process regarding such action,

decision or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

ion or recommendation which foreseeably will be heard or reviewed by the County Commission or a County board or committee.

L. Collusion

In accordance with Section 2-8.1.1 of the Code, where two (2) or more related parties, as defined herein, each submit a Proposal for any contract, such Proposals shall be presumed to be collusive. The foregoing presumption may be rebutted by the presentation of evidence as to the extent of ownership, control and management of such related parties in preparation and submittal of such Proposals. Related parties shall mean Proposer, the principals, corporate officers, and managers of the Proposer; or the spouse, domestic partner, parents, stepparents, siblings, children or stepchildren of a Proposer or the principals, corporate officers and managers thereof which have a direct or indirect ownership interest in another Proposer for the same contract or in which a parent company or the principals thereof of one Proposer have a direct or indirect ownership in another Proposer for the same contract. Proposals found to be collusive shall be rejected. Proposers who have been found to have engaged in collusion may be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

be considered non-responsible, and may be suspended or debarred, and any contract resulting from collusive bidding may be terminated for default.

M. Sustainable Procurement Practices

The County is committed to responsible stewardship of resources and to demonstrating leadership in sustainable business practices. Accordingly, the County has adopted sustainability policies which are incorporated into this Solicitation. The County will continue to explore and pursue sustainable procurement, development and business practices that: (a) reduce greenhouse gases; (b) foster and integrate supplier small business opportunities; (c) support safe and fair labor practices and ethical behavior throughout the supply chain, (d) maximize fiscally responsible “high value, high impact” actions, and (e) advocate for advancing a more equitable, inclusive workforce by encouraging vendors doing business with Miami-Dade County to actively recruit Neurodivergent talent and individuals with disabilities for employment opportunities.

ughout the supply chain, (d) maximize fiscally responsible “high value, high impact” actions, and (e) advocate for advancing a more equitable, inclusive workforce by encouraging vendors doing business with Miami-Dade County to actively recruit Neurodivergent talent and individuals with disabilities for employment opportunities.

N. ADDITIONAL INFORMATION/REQUIREMENTS

The Homeless Trust shall be responsible for preparing and submitting the Collaborative Application to the County Mayor for her review and subsequent submission to HUD. Following the Selection of projects by U.S. 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) provide reports and other documents as may be needed or requested by U.S. HUD;
- 3) participate in required meetings and/or training sessions;
- 4) accept referrals only through the Miami-Dade County homeless Continuum of Care centralized outreach/intake process, or a continuum-approved process
- 5) provide services in accordance with the Miami-Dade’s CoC’s “Standards of Care.”

XVI. APPEALS PROCESS

On May 2, 2023 The Board of County Commissioners (“BCC”) adopted by Ordinance (MDC Legislative

File No. [230341](#); Agenda Item 7A) an Amendment to Section 2-8.4 of the Miami-Dade County Code (“Code”) “Protest Procedures” imposing time limits for a proposer(protestor) to present any question, issue, objection or disagreement concerning, generated by, or arising from the rankings, scoring or recommendations (collectively “objections”) of a selection committee or waive such objections as a basis of protest. A companion item was also adopted to amend I.O. 3-21, Protest Procedures. Link to the adopted [Ord. 23-27](#) and Resolution to amend I.O. 3-21 Protest Procedures [R-428-23](#).

Companion Item. Adopted by the BCC on May 2, 2023, by Resolution (MDC Legislative File No. [230343](#), Agenda Item 11A) is an amendment to Implementing Order (I.O.) 3-21 relating to Bid Protest Procedures. This Amendment to I.O. 3-21 provides the same language as the prior item above that amended the County Code. This Amendment requires as a condition to filing a protest proceeding based on a selection committee’s scoring, rankings or recommendations, that proposers submit written objections to the County’s procurement professionals within five (5) workdays of receiving the Selection Committee Coordinator Report.

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 within five (5) working days after receiving the Selection Committee Coordinator report. The written objection must state, with particularity, the basis for the objection with sufficient information for County procurement professionals to promptly evaluate the objections without delay to completion of the procurement process. Note that failure to timely comply will prevent these objections from being used as a basis for a protest under the Code. Appeal letters need to be emailed to the Homeless Trust Executive Director at Victoria.Mallette@miamidade.gov, with a copy to the Clerk of Board clerkbcc@miamidade.gov, in compliance with the Cone of Silence provisions in Section 2-11.1 of this Code. Appeals received by the deadline specified in the RFA shall be forwarded to the Miami-Dade County Homeless Trust Board who shall, at their duly noticed public meeting on ~~September 26~~[August 9](#), 2024, 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 U.S. HUD. Selection through this RFA for inclusion in the Collaborative Application for funding pursuant to the NOFO solicitations for the Homeless Continuum of Care Program Competition does not guarantee funding from U.S. 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, and rejected projects 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/or Executive Committee, and their decision shall be final.