
Program Overview



Miami-Dade County Homeless
Trust Request for Applications
(RFA)
for Activities Benefitting the
Homeless

Miami-Dade County Homeless Trust
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Miami, FL 33128
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The Miami-Dade County Homeless Trust, hereinafter referred to as the Continuum of Care (CoC), is soliciting proposals for renewal and new projects funded with local Food and Beverage (F&B) Tax proceeds and funding provided through the Florida Department of Children and Families.

A PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD at 1:00 p.m. on Monday, May 12, 2024 via Microsoft Teams.

Please read the solicitation carefully and in its entirety. Attendance to the Pre-Application Workshop is strongly recommended. To join the Microsoft Teams Meeting enter: https://teams.microsoft.com/l/meetup-join/19%3ameeting_Yjg4YmFkOTItZDK2NC00YzhLTjhjMmEtNDY0NDkwZTA4MTFm%40thread.v2/0?context=%7b%22Ti d%22%3a%22fdde2c89-3838-45a3-b272-6cf08978701f%22%2c%22Oid%22%3a%22df6a4b1c-5bbf-452c-93e9-03f056bfa9c6%22%7d

Dial in by phone

[+1 786-628-2782,,338420292#](tel:+17866282782,338420292#)

Phone conference ID: 338 420 292#

We invite tribes, non-profit and for-profit providers, and government agencies, to review this RFA and apply. **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.*

BACKGROUND/PURPOSE

The Community Plan to End Homelessness: Priority Home is the framework for preventing and ending homelessness in Miami-Dade, and is aligned with local, state and federal policy priorities, including the U.S. Housing and Urban Development Continuum of Care (CoC) Program (24 CFR part 578). The CoC Program 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

The Homeless Trust views the local homeless response as a coordinated system rather than a collection of individual programs operating independently in our community, and as such, applicants for this RFA should be aware of Participant Eligibility and U.S. HUD Policy Priorities and Program Highlights as listed below. Successful applicants will become part of the homeless ecosystem in Miami-Dade, and join the Homeless Trust in preventing and ending homelessness countywide.

- 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. **Reducing Unsheltered Homelessness:** In recent years, the number of people experiencing unsheltered homelessness across the country has risen significantly, including a rising number of encampments in many communities. 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.
 3. **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 transparent. CoCs should review all projects eligible for renewal 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.
 4. **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. HUD encourages CoCs to maximize the use of mainstream and other community-based resources when serving persons experiencing homelessness and should:
 5. **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.
 6. **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.

DESCRIPTION OF SCORING CRITERIA

A. Project Applicant Information

Applicants must provide evidence of partnerships are in place or will be to support proposal.

B. Application Experience

For full points, applicants must describe the experience of applicant, its employees, or its partners/subcontractors in providing the solicited service and maximizing the use of mainstream resources. You must address the outcome of monitoring and findings. The proposal must describe what data-based practices are or will be used to examine outcomes and track performance. The proposal must describe how persons with lived experience of homelessness are involved in the operation of the proposed project. Annual Progress Report (APR).

C. Annual Progress Report (APR)

For full points respondents must submit a progress report for a like project (same component). Existing HMIS users must submit an APR. DV providers using OSNIUM must submit APRs from their database. Applicants who are not using HMIS may submit a report from another database that captures their data quality, ability to exit people to stable housing and increase the client's income.

D. Project Description

For full points the proposer must describe the target population to be served. The proposal must describe anticipated outcomes. The proposal must describe how they have in place staffing and accommodations to support the CoC including flexible scheduling, on call intake, and identified overflow accommodations during emergency situations. Proposal describes referrals to other programs and services outside of the CoC that complement goals of the CoC. Proposal agrees to low barrier access including but not limited to not requiring income, not performing drug testing or excluding persons for criminal background checks (with exception of Sex Offenders), not excluding referrals with a history of conflict with another provider at intake. Proposal timeline for project implementation and occupancy is reasonable – no later than 6 months after the award of funds or by the timeline proposed in the RFA. Emergency Shelter respondents must clearly describe how they will allow couples to stay together, and/or how they will accommodate pets to receive bonus points. Street Outreach providers must describe their regular evening outreach efforts to obtain bonus points.

E. Supportive Services for Participants

For full points the proposer must describe strategies for obtaining and keeping persons served in permanent housing. The proposal must describe how healthcare and housing resources are being coordinated and leveraged and ideally suited to reduce unsheltered homelessness. Proposals must articulate their specific plan for ensuring program participants will be assisted to obtain the benefits of mainstream social and employment programs for which they are eligible (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education).

F. Budget

The budget is on the provided form, is clear, the details are provided matching the staff examples in the description column for each budget line item, costs are reasonable and only allowable activities are requested.

DESCRIPTION OF FUNDING OPPORTUNITIES

All respondents are subject to the “Timeline for development of the application” section below.

A. Specialized Outreach and MOA

The Specialized Outreach is expected to provide housing navigation and specialized behavioral health services to chronically homeless or highly vulnerable unsheltered persons who refuse treatment and/or shelter. The specialized team will include dedicated staff to perform Homeless Management Information System (HMIS) Entry/Exit assessments, vulnerability assessments using the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT), a Housing Needs assessment, a Housing Milestone assessment, and referrals. The selected teams will be expected to utilize custom assessments for youth and families that contribute to a By-Name List (BNL) of persons being served. Teams will attend Homeless Trust organized BNL case staffing meetings with the goal of prioritizing unsheltered chronically homeless persons for PSH. Specialized Outreach must include a comprehensive team of professionals who perform street outreach. The primary function of the team is to provide housing navigation. Some of the other functions the team can be expected to provide when engaging persons with high special needs who refuse all services are: medical services, providing street medicine when appropriate; Baker and Marchman Act assessments; attending court hearings on behalf of clients needing specialized behavioral health interventions; reporting abuse/neglect; providing legal services; providing case management services to individuals refusing shelter who wish to relocate or be repatriated to their country of origin; facilitating transportation when needed; applying for expedited entitlements; and providing mainstream outreach teams with behavioral health/sensitivity training. Specialized outreach teams are also expected to participate in the Homeless Trust’s Homeless Reporting Tool when responding to informal and formal complaints and coordinating with Homeless Trust partner agencies to humanely address homelessness in accordance with state law.

Memorandum of Agreement (MOA) partner will work collaboratively to coordinate clients experiencing homelessness who are pending discharge from area hospitals, jail, crisis units or other institutional settings with which the Trust is partnered. MOA respondents will be expected to implement new strategies developed over the last year in partnership with Jackson Health Systems (JHS) and Housing Central Command (HCC) HUD consultants. As part of this TA, the Trust is now sharing a list of people who meet the Chronic Homeless definition from HMIS to JHS. JHS is filtering that list to identify high hospital utilizers to create a focus list of clients for housing. Whenever these high systems utilizers are admitted to the hospital, JHS sends an email notification to the Trust and we are working towards including our outreach partners. These new strategies lean on Street Outreach (SO) to go beyond identification assistance, basic use of the HMIS, clearance/referral/placement in shelter. SO teams must get credentialed at JHS to come into the hospital and interview clients. Through this initiative SO is expected to complete new assessments to better understand the client’s housing needs, provide ongoing case management to clients who may refuse shelter in order to refer them directly into housing, provide ongoing case management to clients in shelter until a warm handoff is possible to a shelter case manager and housing navigator, perform housing navigation which may include working with Miami Homes For All and PAdmission to identify properties for clients, provide transportation to potential housing opportunities, and complete an HMIS housing milestones assessment.

Bonus points will be offered to SO teams that have a regular evening street outreach capacity. Respondents must clearly outline their regular evening SO efforts in the Neighborly application section E.1. Project Description to get full points.

PROJECT DESCRIPTION	PROJECT TYPE	POPULATION FOCUS	AWARD AMOUNT	SOURCE	MAX TERM	Current Sub(s)
Specialized Outreach	Support Services	Unsheltered Chronic Homeless	1,360,500.00	F&B	3 YEARS	Hermanos de la Calle, Camillus & New Hope
MOA	Support Services	Institutional Discharges	340,000.00	F&B	3 YEARS	City of Miami

B. Emergency Shelter

Emergency Shelter (ES), hotel or Navigation Center, also known as crisis housing, refers to any facility whose primary purpose is to provide temporary shelter for persons experiencing homelessness who have been referred by a CoC-funded Street Outreach (SO) team or designated Access Point. These crisis housing programs should be housing focused and assist clients in developing a housing plan, collect required documentation for Permanent Housing (PH), perform housing navigation and refer to PH. Crisis housing providers must use the HMIS system administered by the Homeless Trust to record client admissions, universal data elements, changes in household income, exits and client destinations. This portion of the competitive solicitation will use system performance measures and price to rank program responses from existing providers who participate in the HMIS: 1) exits to permanent destinations, 2) reduction in length of time homeless, 3) increase total client income, 4) percentage of persons with two (2) or more disabilities, 5) reduction in returns to homelessness, and, 6) price. ES respondents to this RFA will be asked to select the bed type using four (4) HUD subpopulations 1) households with children (head of household age >24 years old), 2) households without children (head of household age >24 years old), 3) unaccompanied youth (ages 18-24), or 4) parenting youth (head of household age 18-24). Bonus points will be awarded under the ES funding category for respondents who elect to 1) keep couples or households with adult children together and 2) accommodate pets. Respondents seeking these bonus points must clearly address how they will address one or more of these desired activities in Application, section E. Project Description, in E.1.

PROJECT DESCRIPTION	PROJECT TYPE	POPULATION FOCUS	AWARD AMOUNT	SOURCE	MAX TERM	Current Sub(s)
CRISIS HOUSING	Hotel	Families	\$ 2,297,300	F&B	3 YEARS	New Hope & Hermanos de la Calle
CRISIS HOUSING	Emergency Shelter	All	\$ 7,003,436	F&B	3 YEARS	Salvation Army, Riverside, MRM, Lotus & New Hope

C. Permanent Supportive Housing

The Permanent Supportive Housing projects available through this RFA must allow low barrier access. These programs must participate in the CoC’s coordinated referral process, accepting referrals exclusively from the Homeless Trust’s Housing Coordinator. Participants referred to Permanent Supportive Housing (PSH) must enter a one (1) year lease and re-certify income, rent and lease terms annually. PSH programs must be able to provide voluntary, comprehensive support services, and cannot require treatment as a condition of receiving rental assistance. These treatment teams may include a psychiatrist, behavioral health staff, a nurse, supportive employment staff, a housing specialist or a “Peer” consumer of behavioral health services. A case manager is required to provide a minimum of monthly client contacts. Priority will be given to providers who are responsive to system gaps such as 1) providing an inventory of master leased apartments that are move in ready when a household is identified; 2) having the flexibility to rent from Adult Living Facilities; 3) having mobile case management that can perform outreach and housing navigation; 4) accept tenants regardless of income and ability to contribute towards rent; 5) accept referrals of households who may be actively using drugs or alcohol; 6) accept referrals of households with criminal backgrounds; 7) accept referrals of households with poor credit; and 8) not require documentation for admission beyond those outlined in the CoC documentation requirements.

*The State Challenge Grant funds are designed to provide move-in assistance to clients referred to homeless set asides or the legacy Shelter Plus Care program. These funds can be used for security deposits (up to 2 months), furniture, rental application fees, and utility deposits.

PROJECT DESCRIPTION	PROJECT TYPE	POPULATION FOCUS	AWARD AMOUNT	SOURCE	MAX TERM	Current Sub(s)
Bethesda	Permanent Supportive Housing	Chronic Homeless	\$ 215,000.00	F&B	3 YEARS	Camillus
St John	Permanent Supportive Housing	Homeless	\$ 548,408.00	F&B	3 YEARS	Camillus
HCV	Permanent Supportive Housing	Chronic Homeless	\$ 250,000.00	F&B	3 YEARS	Camillus & Advocate
State ESG	RRH	Homeless	\$ 220,349.00	DCF	3 YEARS	Chapman
State Challenge Grant*	Move-In Cost	Homeless	\$ 1,016,115.00	DCF	3 YEARS	Chapman

D. Homeless Prevention

The Homeless Prevention (HP) project available through this RFA is intended to serve homeless households who meet Category 2 of the homeless definition. These households are at imminent risk of entering the homeless system. Services provided must include rental and utility assistance, case management, and referral to legal services. Respondents to the F&B funded Homeless Prevention component of this RFA must staff the Homeless Helpline, and collaborate with other Homeless Prevention (HP) providers, including the Emergency Food and Shelter Program (EFSP), Temporary Assistance for Needy Families (TANF) and other HP funding as made

available.

PROJECT DESCRIPTION	PROJECT TYPE	POPULATION FOCUS	AWARD AMOUNT	SOURCE	MAX TERM	Current Sub(s)
HOMELESS PREVENTION	HP	Category 2 Homeless	\$ 500,000.00	F&B	3 YEARS	Camillus
State TANF	HP	Category 2 Homeless	\$ 46,582.00	DCF	3 YEARS	Advocate Program

Letters of Intent to apply for new and renewal projects are required. Please email your letters of intent to Manuel.Sarria@miamidade.gov by noon on Monday, May 26, 2025. Letters of intent are not binding.

SELECTION PROCESS

Applications received pursuant to this RFA will be reviewed, scored and recommended for funding by a committee appointed by the County Mayor comprised of subject matter experts and County staff with experience in the relevant areas specific to the solicitation. Oral presentations will be scheduled to allow committee members to ask questions about new project applications. The 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.

TIMELINE FOR DEVELOPMENT OF THE APPLICATION The timeline for this RFA process is as follows:

- Preapplication Workshop, Monday, May 12, 2025 at 1 p.m.
- Letters of intent, Monday, May 26, 2025 at noon
- Deadline for written questions Monday, June 2, 2025 at 1 p.m.
- Response to written questions Tuesday, June 3, 2025 at 1 p.m.
- Applications Due Monday, June 16, 2025 at 1 p.m.
- Responsiveness review Tuesday, June 17, 2025 at 1 p.m.
- Selection Committee Scoring on their own June 18-23, 2025 at 1 p.m.
- Oral presentations Tuesday, June 24, 2025 at 9 a.m.
- Notification to respondents of acceptance or rejection of applications Tuesday, June 24, 2025 at 5 p.m.
- Deadline for written appeals Thursday, June 26, 2025 at 1 p.m.
- Homeless Trust Board meeting Friday, June 27, 2025 at 10:30 a.m.

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:

- 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 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.

THRESHOLD REQUIREMENTS FOR FUNDING

1. All applications must agree to request no more than 12 months of funding, with two, one year renewal options.
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.
4. Projects must agree to:
 - Enter client data into HMIS (except for Victim Services Providers). Victim Services Providers must have an equivalent database 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.
5. State funded ESG, Challenge Grant and TANF funded projects must comply with match requirements (25 or 100 percent of budget line items) set forth by the State. F&B funding does not require a match.
6. Project applications 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. Project proposals should have: 1) Few to no programmatic prerequisites to permanent housing entry meaning 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 meaning 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 making 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 that prevent discharges, lease violations and evictions among tenants [i.e. not discharging or 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 short- and long-term housing models 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 and homelessness.
- Applications shall only be considered from project applicants in good standing with Miami-Dade County, 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 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. The total request for new projects may not exceed what is available through this RFA.

11. 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.

12. The project application must adhere to the HUD policy priorities found in this RFA.

13. 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.

14. The project applicant's performance met the plans and goals established in the initial application, including exits to permanent housing

NEEDS, PRIORITIES AND PRIORITIZATION OF PROJECTS

Earlier this fiscal year, 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 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.

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 20 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

Pursuant to Resolution No. R-1106-15, County vendors are encouraged to utilize a workforce that is reflective of Miami-Dade County's population, 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.

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.

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.

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 a workforce that encourages vendors doing business with Miami-Dade County to actively recruit Neurodivergent talent and individuals with disabilities for employment opportunities.

N. ADDITIONAL INFORMATION/REQUIREMENTS

Following the Selection of projects, 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 Report 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 shall 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.

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.