

**Request for Applications (RFA)**  
**for**  
**FY2024**  
**Continuum of Care Funding**  
**CoC and Domestic Violence**  
**Bonus Projects**

**RFA Released**  
**Wednesday, August 28, 2024**

**Applications Due**  
**Wednesday, September 18, 2024 at 5:00 pm**

**Applications must be submitted by email to**  
**Joan Hoxter at [Jhoxter@leegov.com](mailto:Jhoxter@leegov.com)**

Lee County Human and Veteran Services  
2440 Thompson St., Fort Myers, FL 33901

**It is the responsibility of the applicant to ensure application(s) arrive prior to the due date and time. Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.**

**All applications and attachments must be submitted in PDF format. ZIP files are not accepted.**

This document can be made available in alternative accessible formats upon request.

**Lee County Human and Veteran Services (HVS)  
Continuum of Care Lead Agency  
FY2024 Request for Applications (RFA) for Continuum of Care Funding**

Lee County Human and Veteran Services (HVS) is issuing a Request for Applications (RFA) for the FY2024 Continuum of Care Funding CoC and Domestic Violence Bonus Projects opportunity through the following U.S. Department of Housing and Urban Development (HUD).

**Funding Available**

HUD Continuum of Care Program <b>CoC Bonus Project</b>	<b>\$551,084</b>
HUD Continuum of Care Program <b>Domestic Violence Bonus Project</b>	<b>\$688,856</b>

\*Funding amount subject to publication of the NOFO by HUD.

**Applicants applying for both the CoC Bonus Project and DV Bonus Project must submit an application for each project. Only one set of attachments are required for the two project applications.**

**This RFA contains information and required forms for potential applicants to apply and compete for grant funds. Potential applicants are advised to read the materials carefully.**

**The material in this RFA does not represent all of the particular priorities, program components, or funding sources currently/potentially available through local, state, or federal funders and may change upon the release of RFAs/NOFAs for the various funding sources.**

**Terms of this RFA are subject to the terms of the upcoming Notice of Funding Opportunity to be published by HUD and may change.**

**HVS reserves the right to apply such changes without further notice to applicants.**

**Full NOFO from HUD can be found here:**

[https://www.hud.gov/sites/dfiles/CPD/documents/FY2024\\_FY2025\\_CoC\\_and\\_YHDP\\_NOFO\\_FR-6800-N-25.pdf](https://www.hud.gov/sites/dfiles/CPD/documents/FY2024_FY2025_CoC_and_YHDP_NOFO_FR-6800-N-25.pdf)

**Questions Regarding this RFA**

Questions from potential applicants must be submitted via email to Joan Hoxter at [jhoxter@leegov.com](mailto:jhoxter@leegov.com), should use the subject line “RFA Questions – CoC FY2024” and be received no later than **5:00 pm on Friday, September 6, 2024**. HVS will compile all questions and answers and respond to applicants no later than **5:00 pm on Tuesday, September 10, 2024**.

Successful applications must meet the guidelines provided in this Request for Applications (RFA). To submit an application for consideration, complete the submission requirements listed here within.

**The organization of this RFA is as follows:**

SECTION I: ..... General Information  
 SECTION II: ..... Scope of Grant Activities  
 SECTION III: ..... Funding Guidelines  
 SECTION IV: ..... Application Evaluation and Selection  
 SECTION V: ..... Application Forms  
 SECTION VI: ..... Appendices

**SECTION I: General Information**

Lee County Human and Veteran Services (HVS) is designated as the lead agency and HUD Collaborative Applicant for the Lee County Continuum of Care. HVS is responsible for ensuring that resources, available to the community to assist those experiencing homelessness, are strategically utilized to maximize impact and effectiveness. Therefore, HVS reserves the right to match funding opportunities available to the applications received to ensure alignment of resources with community needs and appropriate target populations. All applications received will be evaluated for their appropriateness for each funding opportunity that may be available. HVS reserves the right to award more than one (1) funding source to a selected application if necessary to maximize a project’s effectiveness and overall impact.

**HUD's Strategic Planning Goals and Homeless Policy Priorities**

The U.S. Department of Housing and Urban Development (HUD) Strategic Plan sets the direction and focus of our programs and staff to create strong, sustainable, inclusive communities and quality, affordable homes for all. This RFA supports HUD’s Strategic Plan for Fiscal Years (FY) 2022-2026 to accomplish HUD’s mission and vision. Each of the five goals in the Strategic Plan includes what HUD hopes to achieve, the strategies to accomplish those objectives and the indicators of success.

HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. Five strategic goals and several objectives undergird the Plan; however, the following goals apply to this NOFO:

**Applicable Goals and Objectives from HUD’s Strategic Plan**

Strategic Goal 1: Support Underserved Communities

Fortify support for underserved communities and support equitable community development for all people.

Strategic Goal 2: Ensure Access to and Increase the Production of Affordable Housing

Ensure housing demand is matched by adequate production of new homes and equitable access to housing opportunities for all people.

Strategic Goal 3: Promote Homeownership

Promote homeownership opportunities, equitable access to credit for purchase and improvements, and wealth-building in underserved communities.

Strategic Goal 4: Advance Sustainable Communities

Advance sustainable communities by strengthening climate resilience and energy efficiency, promoting environmental justice, and recognizing housing's role as essential to health.

**HUD Homeless Policy Priorities**

1. *Ending homelessness for all persons.* In 2022, the United States Interagency Council on Homelessness (USICH) presented All In The Federal Strategic Plan to Prevent and End Homelessness to the President and Congress. The

plan is built around six pillars: three foundations—equity, data and evidence, and collaboration—and three solutions—housing and supports, crisis response, and prevention. The work funded through this NOFO will support the actions and strategies proposed within the pillars. 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, those experiencing chronic homelessness, and people with disabilities, including those living with HIV/AIDS).

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. CoC program-funded projects should help individuals and families move quickly into permanent housing, and CoCs should measure and help projects reduce the length of time people experience homelessness. Additionally, CoCs should engage landlords and property owners to identify housing units available for rapid rehousing and permanent supportive housing participants, remove barriers to entry, and adopt client-centered service methods.
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 explore all available resources, including CoC and ESG-funded assistance, housing subsidies, and supportive services to provide permanent housing options for people who are unsheltered.
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) to determine how effectively they are serving people experiencing homelessness.
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.
  - a. Work closely with public and private healthcare organizations and assist program participants in receiving primary care, housing-related services, and obtaining medical insurance to address healthcare needs. This includes developing close partnerships with public health agencies to analyze data and design approaches that reduce homelessness, improve the health of people experiencing homelessness, and prevent and address disease outbreaks, including HIV/AIDS.
  - 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.
  - c. Partner with local workforce development centers to improve employment opportunities.
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. Responses to preventing and ending homelessness should address racial inequities to ensure successful outcomes for all persons experiencing homelessness using proven approaches, such as: developing a coordinated community response created in partnership with a racially diverse set of stakeholders and people experiencing homelessness and partnering with organizations with experience serving underserved populations.

7. *Improving Assistance to LGBTQ+ Individuals.* Discrimination based on gender identity or sexual orientation manifests differently for different individuals and often overlaps with other forms of prohibited discrimination.
8. *Persons with Lived Experience.* The people who know best what solutions will effectively end homelessness are those who are experiencing homelessness. HUD expects CoCs to include people with lived homeless expertise and experience in their local planning and decision-making process.
9. *Increasing Affordable Housing Supply.* The lack of affordable housing is the 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.

## **Project Design and Need**

Projects that incorporate all or part of the effective practice examples described below and that address an existing gap within the community will be scored higher in the scoring and selection process.

**Permanent Supportive Housing (PSH)** is affordable rental housing linked to supportive services designed to enable persons with disabilities, including chronically homeless, to become and remain stably housed. National studies show that PSH is a cost-effective solution to chronic homelessness and can successfully house and stabilize vulnerable persons living on the street. These citizens frequently confront serious, persistent issues such as substance use, mental illness, HIV/AIDS, and other serious challenges to be able to maintain stable housing, and thus require a more substantial level of care in a supportive housing environment to return to housing stabilization. PSH is an evidence-based practice that has proven the most successful intervention for chronically and long-term homeless persons. Effective PSH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing projects.
- Are low-barrier and housing first focused.
- Focus on housing plans and not service plans.
- Utilize the community-wide Coordinated Entry process which prioritizes persons for services according to the severity of service needs, vulnerability, and their chronic homelessness status.

[Program components and eligible costs for PSH projects can be viewed at 24 CFR 578.49-53](#)

**Rapid Rehousing (RRH)** provides short-term rental assistance and services. The goals are to help people obtain housing quickly, increase self-sufficiency, and stay housed. It is offered without preconditions (such as employment, income, absence of criminal record, or sobriety) and the resources and services provided are typically tailored to the needs of the person. Effective RRH projects:

- Provide housing identification services to quickly connect clients to housing.
- Provide financial assistance with rent, security deposits, move-in costs, and utilities.
- Provide case management and connections to services and community supports.

[Program components and eligible costs for RRH projects can be viewed at 24 CFR 578.37](#)

**Joint Transitional Housing (TH) and Rapid Rehousing (RRH).** A joint TH/RRH project is a model that pairs the provision of emergency shelter or transitional housing with rapid rehousing funding to create 'rapid exit' options for the persons/households residing in the emergency shelter or transitional housing, thereby reducing the time a person/household remains homeless. Effective Joint TH-RRH projects:

- Ensure ongoing housing (financial) assistance and case management/supportive services (directly or through linkages) for homeless individuals or families in permanent supportive housing projects.

- Are low-barrier and housing first focused.
- Focus on housing plans and not service plans.
- Utilize the community-wide Coordinated Entry process which prioritizes persons for services according to their vulnerability to dying on the streets and their chronic homelessness status.

[Program components and eligible costs for TH/RRH projects can be viewed at 24 CFR 578.49-53](#)

**Project Completion Timeframes**

For most project types, the Proposed Project should be able to be operational within 1 to 3 months following the award

**Critical Dates and Timeline**

Wednesday, August 28, 2024		HVS Issued a Request for Applications for FY2024 Continuum of Care (CoC) Funding, CoC and Domestic Violence Bonus Projects
Wednesday, September 4, 2024	1:00 PM	<p style="text-align: center;"><b>Voluntary Pre-Application Meeting</b>  <b>Microsoft Teams</b>  <a href="#">Join the meeting now</a>  Meeting ID: 269 742 426 183  Passcode: j5zCpZ  <b>Dial in by phone</b>  <a href="#">+1 321-414-2159,,365684104#</a> United States, Orlando  <a href="#">Find a local number</a>  Phone conference ID: 365 684 104#  For organizers: <a href="#">Meeting options</a>   <a href="#">Reset dial-in PIN</a></p>
Friday, September 6, 2024	5:00 PM	Deadline for questions regarding RFA
Tuesday, September 10, 2024	5:00 PM	Responses to RFA Questions
<b>Wednesday, September 18, 2024</b>	<b>5:00 PM</b>	<b>SUBMISSION DEADLINE – Project Applications</b>
Tuesday, September 24, 2024	1:00 PM	<p style="text-align: center;"><b>Performance, Evaluation, and Ranking Committee</b>  Members will meet to score each project application using the published Scoring Criteria for New Projects.  <b><u>Location: Lee County Department of Human and Veteran Services 2440 Thompson Street Fort Myers, Florida 33901 in Conference Room 102.</u></b>  <del><b>Microsoft Teams</b></del>  <del><a href="#">Join the meeting now</a></del>  Meeting ID: 273 261 889 613-  Passcode: mHhkhZ-  <del><b>Dial in by phone</b></del>  <del><a href="#">+1 321 414 2159,,487518342#</a> United States, Geneva</del>  <del><a href="#">Find a local number</a></del>  Phone conference ID: 487 518 342#  For organizers: <a href="#">Meeting options</a>   <a href="#">Reset dial in PIN</a></p>
Tuesday, September 24, 2024	5:00 PM	Notice of Conditional Selection or Non-Selection to all project applicants.

## **Applicant Eligibility**

All public (local government) and private non-profit agencies that currently provide services, as well as those that want to expand to provide services, for persons experiencing homelessness and/or those at risk of becoming homeless, are eligible to apply.

### **Applicant must meet the following requirements and include as attachments:**

- Proof of 501(c)3 status with submission.
- Evidence that the organization has provided direct client services for 12 months prior to the application due date. (Most recent form 990 or letter of attestation from the Board Chairman on Board letterhead).
- Monthly Financial Statements (Within the last 60 days).

### **Applicants will be required to provide the following documents at a later time:**

(Unless the most recent year has already been provided to Human and Veteran Services).

- Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response.
- Current CPA's Peer Review letter.

Any applicant on the excluded parties list ([www.sam.gov/SAM/](http://www.sam.gov/SAM/)) will be considered **ineligible** for funding.

## **SECTION II: Scope of Grant Activities**

HVS encourages applicants to submit applications for projects, even if the project does not 'fit' perfectly into the descriptions here within. By submitting an application, the applicant is informing HVS of projects it intends or desires to develop to help meet an unmet need in the community and collaboratively work to make homeless experiences in Lee County rare, brief and one-time.

Projects acceptable under this request include:

- **CoC Bonus Projects (PSH, RRH, TH-RRH)**
- **DV Bonus Projects (RRH, TH-RRH)**

Funding requests that 'supplant' or to replace a project's current funding source(s) will not be accepted.

If a project includes multiple, linked activity types (components), only one application, that details the different activity types, needs to be completed. The single project application should explain in detail all activity types and the project outcomes for the different activity types.

### **FY2024 HUD CoC Competition NOFO – CoC Bonus Projects**

Projects created through the CoC Bonus must meet the eligibility and quality threshold requirements established by HUD in the [NOFO](#). Agencies are encouraged to submit applications that will provide Permanent Housing, as stated in the [NOFO](#), which coordinates with housing providers and healthcare organizations to provide permanent supportive housing and rapid rehousing services. New CoC Bonus projects are subject to the limitation on new projects in Section III.B.4.b.3 of the NOFO. The following project components are eligible for New CoC Bonus Projects:

### **Eligible Activities**

CoC Bonus funding for new projects can be used for the following project types:

- **Permanent Supportive Housing (PSH)** – to include project-based and/or scattered site rental assistance/leasing projects with supportive services for individuals and families experiencing chronic homelessness.
- **Rapid Re-Housing (RRH)** - housing search and relocation services and short and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
- **Joint Transitional Housing – Rapid Rehousing Combination Projects (TH/RRH)** - project combines two existing program components—transitional housing and rapid rehousing in a single project to serve individuals and families experiencing homelessness.

### **FY2024 HUD CoC Competition NOFO – Domestic Violence Bonus Projects**

Projects created through the DV Bonus must meet the project eligibility and project quality threshold requirements established by HUD in the [NOFO](#). The CoC strongly encourages agencies to submit applications that will provide Permanent Housing, as stated in the [NOFO](#) which coordinates with housing providers and healthcare organizations to provide permanent supportive housing and rapid rehousing services. New Projects that want to be considered for the DV Bonus Project, are projects that are 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 and subsequent HUD amendments as noted in the [NOFO](#).

As described in the [NOFO](#), survivors of human trafficking may qualify as homeless under paragraph (4) of the homeless definition at 24 CFR 578.3 or section 103(b) of the McKinney-Vento Homeless Assistance Act and subsequent HUD amendments as noted in the [NOFO](#) because they are often also victims of domestic violence, dating violence, sexual assault, or stalking; however, **a DV Bonus project may not exclusively serve people fleeing or attempting to flee human trafficking.**

#### **Eligible Activities**

New DV Bonus projects are subject to the limitation on new projects in the [NOFO](#). The following projects are eligible for New DV Bonus projects:

- **Rapid Re-Housing (RRH)** - housing search and relocation services and short and medium-term rental assistance to move homeless persons and families (with or without a disability) as rapidly as possible into permanent housing.
- **Joint Transitional Housing – Rapid Rehousing Combination Projects (TH-RRH)** - project combines two existing program components—transitional housing and rapid rehousing in a single project to serve individuals and families experiencing homelessness.

#### **Projects must meet all CoC Program and HUD requirements.**

FY 2024 Continuum of Care Notice of Funding Opportunity:

[https://www.hud.gov/program\\_offices/comm\\_planning/coc/competition](https://www.hud.gov/program_offices/comm_planning/coc/competition)

CoC Program Eligibility Requirements:

<https://www.hudexchange.info/coc/coc-program-eligibility-requirements/>

CoC Program Laws, Regulations, and Notices:

<https://www.hudexchange.info/coc/coc-program-law-regulations-and-notices/>

CoC Match Documentation:

<https://www.hudexchange.info/faqs/1561/what-are-the-documentation-requirements-for-in-kind-services-as-match/>

Lee County Continuum of Care Written Standards and Coordinated Entry Policies and Procedures:

<https://www.leegov.com/dhs/Documents/CoC/CoC Written Standards 2024.pdf>



## **SECTION III: Funding Guidelines**

### **Administrative Costs**

If awarded, the project’s admin funding will be based on available and allowable admin funding as determined by the funding sources and may be divided between HVS and the applicant. Eligible costs include general management, oversight, and coordination; training on grant requirements; consolidated plans; and environmental reviews.

<b>Funding Source</b>	<b>Maximum Percent of Admin Allowed</b>
CoC Bonus Projects	10%
Domestic Violence Bonus Projects	10%

### **Reimbursement**

All contracts will be on a cost-reimbursement basis. Sub-recipient will be required to submit proper supporting backup documentation for project-eligible expenses as determined by the funding source regulations and requirements.

### **Match**

Match may be cash or in-kind for otherwise eligible project costs by the funding source. All match must be documented in writing. While the required amount of match differs based on the funding source, all funding sources require match. Match is defined as the provision of direct eligible costs to the project from a source other than the funding source. Match can be provided through an agency’s other funded projects, which may also provide services to the funded project’s clients or through community partners that, are providing additional, eligible services to a funded project’s clients. Match guidelines are as follows:

<b>Funding Source</b>	<b>Percent of Match Required</b>
CoC Bonus Projects	25%
Domestic Violence Bonus Projects	25%

### **Cost of Submitting Applications**

The cost of preparing and submitting an application is the sole responsibility of the applicant and shall not be chargeable in any manner to HVS. HVS will not reimburse any applicant for any costs associated with the preparation and submission of an application, including but not limited to, expenses incurred in making an oral presentation or participating in an interview (*if required*).

### **Conflict of Interest**

The applicant agrees that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required if a contract is awarded. The applicant further agrees that no person having any such interest shall be employed or engaged for said performance. The applicant agrees that no employee, officer, agent of the applicant or its sub-recipients shall participate in the selection, award, or administration of a contract or construction bid if a conflict of interest, either real or implied, would be involved. The applicant or sub-recipient employees, officers, and agents should refrain from accepting gratuities, favors, or anything of monetary value from contractors or potential contractors based on the understanding that the receipt of such an item of value would influence any action or judgment of the applicant. For federally funded contracts, conflict of interest provisions described in 2 CFR 200.112 and all other HUD regulations currently in effect and as may be amended from time to time shall apply.

### **State and Federal Administrative Requirements**

Agencies must comply with Federal administrative requirements. All agencies awarded funds through this RFA will be required to comply with a variety of requirements governing the use of State and Federal funds. Additionally, agencies awarded funds through this RFA will be required to provide access to their financial records to a representative of HVS

to evaluate their financial management systems. HVS staff will monitor each program to ensure compliance with the terms of the funding agreement between the HVS and the agency. This will include monitoring records kept by the applicant to demonstrate the eligibility of clients, the services provided, and other required information.

**Liability insurance is required for all Grants.** All agencies awarded funds will be required to obtain liability and worker's compensation coverage that will be further defined in the funding agreement if awarded. **Lee County Board of County Commissioners must be named as the Certificate Holder and the additional insured.**

**Handicapped Accessibility** – All projects must be accessible to persons with disabilities. Programs, information, participation, communications, and services must be accessible to persons with disabilities. Agencies must comply with Section 504 of the Rehabilitation Act of 1974 and the Americans with Disabilities Act (ADA).

**Nondiscrimination** – All funded agencies must ensure that all persons have fair and equal access to all forms of assistance regardless of race, color, national origin, age, sex, familial status, religious preference, disability, type or amount of disability, gender identity, perceived gender identity, marital status, sexual orientation, or perceived sexual orientation. These non-discriminatory practices apply to employment and contracting as well as to marketing, and selection of project participants.

The Lee County CoC operates in accordance with all federal statutes including, but not limited to: the Fair Housing Act, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Title II and Title III of the Americans with Disabilities Act. All service providers, where assistance is provided through Community Planning and Development (CPD) programs, including assistance under the: HOME Investment Partnerships program (24 CFR part 92), Housing Trust Fund program (24 CFR part 93), Community Development Block Grant program (24 CFR part 570), Housing Opportunities for Persons With AIDS program (24 CFR part 574), Emergency Solutions Grants program (24 CFR part 576), Continuum of Care program (24 CFR part 578), or Rural Housing Stability Assistance Program (24 CFR part 579), must ensure equal access to the HUD-assisted program in accordance with all general HUD program requirements as specified in 24 CFR Part 5.

Additionally, funded agencies must maintain compliance with the HEARTH Act's involuntary family separation provision (42 USC 11361a), which ensures that emergency shelters, transitional housing, and permanent housing providers within the CoC do not deny admission to or separate any family members from other members of their family based on age, sex, marital status, gender, gender identity, perceived gender identity, sexual orientation, or disability when entering shelter or housing.

Funded agencies must maintain records demonstrating compliance with the nondiscrimination and equal opportunity requirements under §576.407(a), including data concerning race, ethnicity, disability status, sex, and family characteristics of persons and households who are applicants for, or program participants in, any program or activity funded in whole or in part with the awarded funding source and the affirmative outreach requirements in § 576.407(b).

**Formal Termination Policy** – Funded agencies must develop a formal Termination Policy that clearly describes a process by which clients' services may be terminated if program requirements are violated. The process must recognize individual rights and allow termination in only the most severe cases. Termination processes for rental assistance, leasing, and/or housing relocation and stabilization services must include written notice to the program participant, with a clear statement of reasons for termination; review of the decision to terminate, with an opportunity for the program participant to present written or oral objections to agency; prompt written notice to the project participant of final decision.

**Supportive Assistance** – Funded agencies must assure that homeless individuals and families are connected to appropriate supportive services including permanent housing, mental health treatment, medical health treatment, counseling, case management, supervision, and other services essential for achieving, maintaining permanent, stable

housing. Additionally, agencies must ensure that the homeless are assisted in obtaining other Federal, State, local, and private assistance, where available. This will include individually assisting clients to identify, apply for and obtain benefits under mainstream health and social services programs for which they are eligible such as TANF, Medicaid, SSI/SSDI, Food Stamps, and various Veterans Programs. *The Lee County CoC encourages a “warm hand-off” model, which ensures the transfer of client and referral information directly to the receiving case manager and prevents missed service connections.*

**Confidentiality** – Agencies must comply with confidentiality requirements and privacy protections outlined in the CoC written standards [https://www.leegov.com/dhs/Documents/CoC/CoC Written Standards 2023.pdf](https://www.leegov.com/dhs/Documents/CoC/CoC%20Written%20Standards%202023.pdf) and Homeless Management Information System Privacy Notice <https://www.leegov.com/dhs/Documents/HMIS/HMIS-Privacy-Notice-English-10.25.2020.pdf>

**Participation in Continuum of Care (CoC)** – Any agency awarded funding through this RFA is **required** to

- 1) Actively participate in the CoC including attendance at the monthly CoC and Connect List committee meetings,
- 2) Actively participate and comply with Homeless Management Information System (HMIS) Procedures, and
- 3) Fully participate in the Coordinated Entry process and only accept referrals for all funded programs through Coordinated Entry.

## **Minimum Funding Request**

The minimum funding request for **CoC Bonus** is **\$551,084**. The minimum funding request for **DV Bonus** is **\$688,856**. If you apply for **both programs**, the minimum funding request is **\$1,239,940**. HVS reserves the right to award more or less than the amount of funds requested based on the funding available.

## **SECTION IV: Application Evaluation and Selection**

### **Threshold Requirements**

Applications will be reviewed by HVS staff to ensure the submission does NOT contain any fatal flaws, as listed below. If HVS determines the threshold requirements are not met, the project will be rejected, and the applicant agency notified in writing. If the applicant and application are determined eligible, then the application will proceed to the Application Review, Scoring, and Conditional Selection Process.

### **Fatal Flaws**

Applications that commit the following will be considered as having a fatal flaw, and will not be given consideration for funding:

- Applications received after the stated due date and time
- Applications received from an agency not eligible to apply (is not a non-profit, local government and/or is listed on the Excluded Parties List, has not provided direct services for 12 months prior to the application due date)
- The Application is not signed **by the agency official designated to execute contracts**

### **PSH Threshold Requirements**

Additionally, proposed PSH projects seeking funding under the Annual NOFO must meet at least 4 of the 5 criteria detailed in Section III.C.4.b. of HUD’s Notice. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants. (1)
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source. (1)

- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply, and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education). (1)
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility-related needs, additional assistance to ensure retention of permanent housing). (1)
- The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve. (1)

### **RRH Threshold Requirements**

Additionally, proposed RRH projects seeking funding under the Annual NOFO must meet at least 4 of the 5 criteria detailed in Section III.C.4.b. of HUD's Notice. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants. (1)
- The type of supportive services that will be offered to program participants will ensure successful retention in or help to obtain permanent housing, including all supportive services regardless of funding source. (1)
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social, and employment programs for which they are eligible to apply, and which meet the needs of program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education). (1)
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility-related needs, additional assistance to ensure retention of permanent housing). (1)
- The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve. (1)

### **Joint TH-RRH Threshold Requirements**

Additionally, proposed Joint TH and PH-RRH projects seeking funding under the Annual NOFO must meet at least 4 of the 6 criteria detailed in Section III.C.4.b. of HUD's Notice. Specifically, the project must meet the requirements that:

- The type of housing proposed, including the number and configuration of units, will fit the needs of the program participants (e.g., ensuring a range of bedroom sizes to assist various family sizes). (1)
- The proposed project will provide enough rapid rehousing assistance to ensure that at any given time a program participant may move from transitional housing to permanent housing. This may be demonstrated by identifying a budget that has twice as many resources for the RRH portion of the project than the TH portion, by having twice as many PH-RRH units at a point in time as TH units, or by demonstrating that the

budget and units are appropriate for the population being served by the project. (2)

- The type of supportive services that will be offered to program participants will ensure successful retention or help to obtain permanent housing, including all supportive services regardless of funding source. (1)
- The proposed project has a specific plan for ensuring program participants will be individually assisted to obtain the benefits of mainstream health, social services, and employment programs for which they are eligible to apply, and which meet the needs of the program participants (e.g., Medicare, Medicaid, SSI, Food Stamps, local Workforce office, early childhood education). (1)
- Program participants are assisted to obtain and remain in permanent housing in a manner that fits their needs (e.g., provides the participant with some type of transportation to access needed services, safety planning, case management, housing that meets accessibility-related needs, additional assistance to ensure retention of permanent housing). (1)
- The project adheres to a Housing First model as defined in section.B.2. b. (15).
- The average cost per household served is reasonable, meaning that the costs for housing and services provided by the project are consistent with the population the project plans to serve. (1)

### **Application Review, Scoring, and Conditional Selection Process**

Applications that meet threshold criteria will be forwarded to the CoC Performance Evaluation and Ranking Committee for review, scoring, and conditional selection. The Committee Members will meet to review and score each project application in accordance with the CoC Ranking and Reallocation Policies and Procedures and 2024 Lee County CoC Project Ranking Tool (**Appendix 3**).

*Committee Members who have an interest in a submitted project application will recuse themselves from scoring. An interest includes being an employee, volunteer and/or board member of an applicant agency or other entity that is a direct partner and/or would otherwise directly benefit from the proposed project.*

**Funding of project applications submitted pursuant to the Annual NOFO and selected by HVS is contingent on HUD's award to HVS under the Annual NOFO.**

### **Notice of Conditional Selection Decision**

HVS staff will provide written notice regarding the conditional selection decision to each applicant by **Tuesday, September 24, 2024, at 5:00 pm.**

### **Post Award Requirements**

If awarded, a contract will be executed by the Lee County Board of County Commissioners and administered by HVS. The contract will be based on the information submitted in the application, all accompanying exhibits/attachments, and any additional information that is requested/received during the review phase. **Contract language is not negotiable. The contract is reimbursement-based**, and the applicant must be able to pay for project costs prior to requesting payment. Modifications and updates to application exhibits may be required prior to contract execution. **Applicants should review the attached contract to ensure their ability to comply with all requirements and expectations, including potential increased insurance coverage and financial audits. To see a sample contract click the link in Appendix 2.**

**SECTION V: Application Forms**

**All forms must be complete for the application to be considered for conditional award.**

**1. Applicant Information**

Organization Name:	Authorized Organization Representative Name/Title:
Address:	Telephone:
City, State/Zip:	Organization Website:
Contact Person Name/Title:	DUNS #:
Contact Person E-mail:	Federal Employer ID #:

**Applicants applying for both the CoC Bonus Project and the DV Bonus Project must submit an application for each project. Only one set of attachments are required for the two project applications.**

**2. Project Information**

Project Name:	
Project Address <i>(if different from organization address)</i> :	
This is a/an: <input type="checkbox"/> CoC Bonus Project or <input type="checkbox"/> DV Bonus Project <input type="checkbox"/> New Project or <input type="checkbox"/> Expanded Project (If applying for both bonus projects two applications must be submitted.)	
Total Funding Requested for this Project: \$ _____	
Match Funding Committed for this Project: \$ _____	
Number of Persons to be Served: _____	
<b>Project Type <i>(check as many as applicable below)</i>:</b>	
<input type="checkbox"/> Permanent Supportive Housing	<input type="checkbox"/> Joint Transitional Housing (TH)/Rapid Re-Housing
<input type="checkbox"/> Rapid Re-Housing	

<b>Services Provided (check the services that will be provided with the funding requested):</b>	
<input type="checkbox"/> Case Management <input type="checkbox"/> Employment Assistance and Job Training <input type="checkbox"/> Life Skills Training <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Child Care <input type="checkbox"/> Transportation <input type="checkbox"/> Street Outreach Engagement/Supplies <input type="checkbox"/> Education Services <input type="checkbox"/> Substance Abuse Treatment Services	<input type="checkbox"/> Legal Services <input type="checkbox"/> Housing Search Assistance <input type="checkbox"/> SOAR Assistance <input type="checkbox"/> Mental Health Services <input type="checkbox"/> Outpatient Health Services <input type="checkbox"/> Furnishings <input type="checkbox"/> Services for Special Populations <input type="checkbox"/> Food <input type="checkbox"/> Utility Deposits

<b>Target Population (check as many as applicable below):</b>	
<input type="checkbox"/> Chronically Homeless <input type="checkbox"/> Single Individuals <input type="checkbox"/> Victims of Domestic Violence <input type="checkbox"/> LGBTQI+ Individuals/Families/Youth <input type="checkbox"/> Other: _____	<input type="checkbox"/> Families <input type="checkbox"/> Unaccompanied Youth (ages 18-24) <input type="checkbox"/> Veterans <input type="checkbox"/> Individuals with Severe and Persistent Mental Illness

<b>Target Service Location (check as many as applicable below):</b>	
<input type="checkbox"/> City of Cape Coral <input type="checkbox"/> City of Fort Myers <input type="checkbox"/> City of Bonita Springs <input type="checkbox"/> City of Sanibel	<input type="checkbox"/> Town of Fort Myers Beach <input type="checkbox"/> Unincorporated Lee County <input type="checkbox"/> All of Lee County <input type="checkbox"/> Other: _____

### 3. Certification

To the best of my knowledge, I certify that the information in this application is true and correct and that the document has been duly authorized by the governing body of the applicant. I will comply with the program rules and regulations if assistance is approved. I also certify that I am aware that providing false information on the application can subject the individual signing such application to criminal sanctions. I further certify that I am authorized to submit this application and have followed all policies and procedures of my agency regarding grant application submissions.

Authorized Organization Representative:

Signature: \_\_\_\_\_  
 Typed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_ Date: \_\_\_\_\_

## 4. Project Description

The narrative response must include:

1. Sufficient information to understand the scope of the project, the number and type of clients to be served, the services to be provided, and the cost of the proposed activities.
2. How the project will align with HUD's Strategic Goals: Support Underserved Communities, Ensure Access to and Increase the Production of Affordable Housing, Promote Homeownership, and Advance Sustainable Communities.
3. How the project will align with HUD's Homeless Policy Priorities: Ending homelessness for all persons, use a Housing First approach, Reducing Unsheltered Homelessness, Improving System Performance, Partnering with Housing, Health, and Service Agencies, Racial Equity, Improving Assistance to LGBTQ+ Individuals, Persons with Lived Experience and Increasing Affordable Housing Supply.
4. The project's role in helping to ensure homelessness in Lee County is rare, brief, and one-time.  
**(Limit 2,500 words).**

***The narrative is required and must be attached to the application in PDF format. Zip files are not accepted.***

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## 5. Quality of Service

The applicant shall provide a brief response to each question below.

1. Explain how your agency is actively participating in the Coordinated Entry System, the Homeless Management Information System (HMIS), and the Continuum of Care (CoC) and how this project will integrate with the CoC's Coordinated Entry System.
2. Describe your procedure for assessing participant's needs and making client referrals to other service providers. Describe how you ensure that participants are connected to the services they request.
3. Describe how your agency ensures families are not separated when they enter shelter or housing, including serving all family members together and in accordance with each family member's self-reported sexual orientation and gender identity.
4. Describe how your agency addresses the needs of survivors of domestic violence, dating violence, sexual assault, and stalking. How your organization coordinates with survivors and people with lived experience, victim service providers, and operators of coordinated entry to address the unique needs for housing and safety that prioritize housing defined as safe by survivors?
5. Demonstrate efforts to address the needs of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) individuals and their families experiencing homelessness to ensure that they receive supportive services, shelter and housing free from discrimination through training and policy.



6. Explain how your agency coordinates with a PHA to apply for or implement Housing Choice Voucher funding that is statutorily dedicated to people experiencing homelessness, apply for or implement existing funding for people experiencing homelessness (e.g. Mainstream vouchers, FUP, or other programs).
7. Describe how the project will provide connections to permanent supportive solutions, including the extent to which this project will connect clients to mainstream services (i.e. food stamps, SSI/SSDI, Medicare/Medicaid, physical health care, mental health care, substance abuse treatment, public housing, childcare providers, etc.) and community-based supports (i.e. volunteer opportunities, faith-based organizations, civic groups, etc.) to ensure long term housing stability.
8. Explain how your agency engages persons with lived experience (i.e. previously or currently homeless, previously or currently experiencing MH/SUD, etc.) and marginalized groups (i.e. black, indigenous, people of color, LGBTQ+ populations, etc.) in the design and evaluation of programs and services. Include the number of persons engaged and the roles.
9. Describe how your agency will coordinate with and assist in state or local discharge planning efforts (e.g., community reentry, community transitions, or reentry services) to ensure that those discharged do not become homeless.
10. Explain your agency's experience providing services to individuals and families experiencing homelessness, including federal, state, and/or local government grant experience and the capacity of the organization to administer the project and oversee all compliance requirements.
11. Describe how your agency has worked to remove traditional barriers (i.e. criminal history, history of evictions, no income, etc.) to housing and services for individuals and families who are experiencing homelessness.
12. Describe how your agency evaluates program success.
13. Describe how the agency will continue to provide quality services in the community in the case of reduced or loss of funding (i.e., reallocation of services based on CoC established priorities, how services would be scaled to meet changing needs, etc.).

**If applying for the DV Bonus Project must also complete questions 14-18**

14. How does the agency ensure that DV survivors experiencing homelessness are safe and their information is kept private? Please give examples of the following:
  - a) Ensure privacy during intake and interviews to reduce the chance of survivors being coerced.
  - b) Make decisions and placements into safe housing.
  - c) Keep survivors' information and locations confidential.
  - d) Train staff on safety and confidentiality policies.
  - e) Take security measures for housing units that protected survivors' physical safety and kept their locations private.

**(Limit 2,500 words)**
15. Explain how the agency evaluates the ability to ensure the safety of DV survivors served including any areas identified for improvement.

**(Limit 2,500 words)**

16. How has the agency demonstrated experience in placing and stabilizing survivors in permanent housing using trauma-informed, survivor-centered approaches? Specifically:
- How has the agency prioritized the placement and stabilization of survivors?
  - What experience does the agency have in placing survivors in permanent housing, rather than transitional housing?
  - How has the agency placed and stabilized survivors consistent with their preferences?
  - How has the agency placed and stabilized survivors consistent with their stated needs?

(Please include examples from existing projects and address both HUD-funded and non-HUD-funded permanent housing options.)

**(Limit 2500 words)**

17. How has the agency met the service needs of domestic violence survivors while quickly moving them into permanent housing and addressing their safety? Please provide examples, such as:

- How have you assisted survivors with child custody issues?
- How have you helped survivors with credit history issues access credit repair services?
- How have you supported survivors in finding housing through housing search and counseling?
- How have you provided crisis DV services, like 24/7 helplines and emergency shelters?
- How have you planned for survivors' long-term housing stability and safety?
- How have you provided education services, such as enrolling survivors in GED classes?

**(Limit 2500 words)**

18. Describe the agency's plan to administer trauma-informed, survivor-centered practices in the new DV Bonus Housing Project(s)? Please provide examples of how the new project(s) will:

- Create and maintain an environment of agency and mutual respect, avoiding punitive interventions and ensuring equality in participant-staff interactions
- Provide program participants with access to information about trauma, including training staff on its effects
- Focus on the strengths of program participants, using strength-based coaching and survivor-defined goals
- Ensure cultural responsiveness and inclusivity, including training on cultural competence and nondiscrimination
- Offer various opportunities for participants to build connections, such as mentorships, peer groups, or spiritual support
- Support survivor parenting through trauma-informed classes, childcare, and connections to legal services

**(Limit 2500 words.)**

## **6. Ability to Complete Activities Outline**

The applicant shall provide an outline that documents their ability to complete the funded activities in the allotted timeframe. This outline shall include:

- Timelines of critical tasks to be accomplished for each proposed activity
- Monthly spending plans
- Reporting schedule for outcomes achieved

***The outline is required and must be attached to the application in PDF format. Zip files are not accepted.***

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## 7. Budget Narrative

The applicant shall provide a budget narrative to describe the overall project budget and sources of match funds expected for the period of the grant. The budget narrative *must* include the following criteria:

- Identify sources of matching funds which are currently committed to the organization for this project (*commitment letters MUST be attached*).
- Description and justification of the proposed Personnel Costs, including Fringe Benefits
- Description and justification of the proposed Client Financial Assistance Costs
- Description and justification of the proposed Other Program Operation Costs
- Description and justification of the proposed Administrative Costs
- Clearly identify the timeframes and methods for obligating grant funds, and how the agency plans to ensure funds are spent **timely** and **before the end of the contract**.
- If the applicant plans to additionally provide services, other than those eligible under the funding in this application, clearly denote the type of other services or programs and the funding sources.

**A copy of the applicant's annual operating budget, including other services or programs and funding sources, general management and oversight budget, and overhead/indirect rates charged to grant sources must be attached following the Budget Narrative.**

## 8. Budget and Match

Complete each line as applicable to the proposed project. *An Excel version of the budget and match form, which automatically calculates totals is available at <https://www.leegov.com/dhs/Documents/CoC/RFA-Budget-Template-2024-09-18-CoC.xlsx>*

## Budget Template

### Request for Applications #090624-COC

*Complete ONLY BLUE fields. Do not edit grey fields.*

<b>Supportive Services (All projects)</b>		
Eligible Costs	Quantity AND Description (max 400 characters) (i.e. 1 FTE \$50,000 + benefits \$25,000)	Annual Amount Requested
1. Assessment of Service Needs		
2. Assistance with Moving Costs		
3. Case Management		
4. Child Care		
5. Education Services		
6. Employment Assistance		
7. Food		
8. Housing/Counseling Services		
9. Legal Services		
10. Life Skills		
11. Mental Health Services		
12. Outpatient Health Services		
13. Outreach Services		
14. Substance Abuse Treatment Services		
15. Transportation		
16. Utility Deposits		
17. Operating Costs		
<b>Sub-Total for Supportive Services</b>		\$ -
<b>Rental Assistance (Rapid Re-Housing or Joint TH-RRH projects)</b>		
Units Size	# of Units	FMR for 12 Months
Single Room Occupancy		\$ -
Efficiency/0 Bedroom		\$ -
1 Bedroom		\$ -
2 Bedrooms		\$ -
3 Bedrooms		\$ -
4 Bedrooms		\$ -
<b>Sub-Total for Rental Assistance</b>		\$ -
<b>Leased Structures (Joint TH-RRH projects)</b>		
Eligible Costs	Monthly Rent Amount Requested from HUD	Total Annual Assistance Requested
Facility Lease		\$ -
<b>Sub-Total for Facility Lease</b>		\$ -
<b>Subtotal of Program Costs</b>		\$ -
<b>Admin (Max 10% of Program Cost)</b>		\$ -
<b>Total Amount Requested from HUD</b>		\$ -
<b>Total Match Committed</b>		
<b>Total Project Budget</b>		\$ -

**9. Project Outcomes**

Applicants must provide anticipated outcomes for each of the following performance measures.

Performance Measure	Desired Outcome	Describe the project component(s) that will be used, and how the outcome will be achieved and monitored.
<p><b>Length of time persons remain homeless</b>  <i>Based on demonstrating a reduction of the average and median length of time persons remain enrolled in emergency shelter, transitional housing, or safe haven projects before exiting to permanent housing.</i></p>	<p>_____ days            Enter the estimated number of days between project enrollment and placement into permanent housing.</p>	
<p><b>The extent to which persons who exit homelessness to permanent housing destinations return to homelessness</b>  <i>Based on demonstrating a reduction in the percent of persons who have left homelessness (i.e., exited continuum projects into permanent housing destinations) who return to homelessness after 6 months, 12 months, and 24 months (i.e., return to any continuum projects for which homelessness is an eligibility criterion).</i></p>	<p>_____ %            Enter the estimated percent of clients that will <b>remain housed</b> after 6 mo.              _____ %            Enter the estimated percent of clients that will <b>remain housed</b> after 12 mo.              _____ %            Enter the estimated percent of clients that will <b>remain housed</b> after 24 mo.</p>	
<p><b>Number of persons that are no longer homeless</b>  <i>Based on the geographic coverage of the project, and the projects ability engage clients, including those who are unsheltered, through street outreach efforts.</i></p>	<p>_____            Enter the estimated number of persons that will be housed.</p>	
<p><b>Jobs and income growth</b>  <i>Based on demonstrating that the number and percent of homeless adults being served in the project increase their earned (i.e., employment) income and/or other income between their enrollment in the system and their exit (or follow-up assessment).</i></p>	<p>_____ # _____ %            Enter the estimated number and percent of clients that will increase their earned income.              _____ # _____ %            Enter the estimated number and percent of clients that will increase their unearned income.              _____ # _____ %            Enter the estimated number and percent of clients that will maintain their earned or unearned income.</p>	

**10. Required Attachments**

- a. Commitment Letters/Documentation of Match Funds.
- b. Applicants Annual Operating Budget.
- c. Proof of 501(c)(3) Status (Most recent form 990 or letter of attestation from the Board Chairman on Board letterhead).
- d. Evidence that the organization has provided direct client services for 12 months prior to the application due date.
- e. Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response (If not previously provided to Human and Veteran Services).
- f. Current CPA’s Peer Review Letter (If not previously provided to Human and Veteran Services).
- g. Monthly financial statements (Within the last 60 days).

**All attachments must be submitted in PDF format. Zip files are not accepted.**

**11. Completeness Checklist**

Applicants must complete the chart below by entering the Project Name, Project Applicant, appropriate page number for the specific document, and attach the Completeness Checklist as PAGE 1 and 2 of the application submission.

<u>Application Forms and Attachments</u>	<u>Page #</u>
<b><u>Project Name:</u></b>	
<b><u>Project Applicant:</u></b>	
<b>Table of Contents (COMPLETENESS CHECKLIST)</b>	<b>1 &amp; 2</b>
1. Applicant Information	
2. Project Information	
3. Certification	
4. Project Description	
5. Quality of Service	
6. Ability to Complete Activities Outline	
7. Budget Narrative	
8. Budget and Match	
9. Project Outcomes	
10. Required Attachments	
a. Commitment Letters/Documentation of Match Funds.	
b. Applicants Annual Operating Budget.	
c. Proof of 501(c)(3) Status.	
d. Evidence that the organization has provided direct client services for 12 months prior to the application due date (Most recent form 990 or letter of attestation from	

the Board Chairman on Board letterhead).	
e. Independent certified audited financial statement of the most recent or immediate prior fiscal year, including the management letter and written response (Unless the most recent year has already been provided to Human and Veteran Services).	
f. Current CPA's Peer Review Letter (Unless the most recent year has already been provided to Human and Veteran Services).	
g. Monthly financial statements (Within the last 60 days).	

**SECTION VI: APPENDICES**

**Appendix 1 – Homeless Definitions and Recordkeeping**

<b>CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	<b>Literally Homeless</b>	<p>(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>(i) Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>(ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); <u>or</u></li> <li>(iii) Is exiting an institution where (s)he has resided for 90 days or less <u>and</u> who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution</li> </ul>
	<b>Category 2</b>	<b>Imminent Risk of Homelessness</b>	<p>(2) Individual or family who will imminently lose their primary nighttime residence, provided that:</p> <ul style="list-style-type: none"> <li>(i) Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>(ii) No subsequent residence has been identified; <u>and</u></li> <li>(iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	<b>Homeless under other Federal statutes</b>	<p>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</p> <ul style="list-style-type: none"> <li>(i) Are defined as homeless under the other listed federal statutes;</li> <li>(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>(iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>(iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	<b>Fleeing/ Attempting to Flee DV</b>	<p>(4) Any individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Is fleeing, or is attempting to flee, domestic violence;</li> <li>(ii) Has no other residence; <u>and</u></li> <li>(iii) Lacks the resources or support networks to obtain other permanent housing</li> </ul>



**RECORDKEEPING REQUIREMENTS**



	Category 1	Literally Homeless	<ul style="list-style-type: none"> <li>• Written observation by the outreach worker; <u>or</u></li> <li>• Written referral by another housing or service provider; <u>or</u></li> <li>• Certification by the individual or head of household seeking assistance stating that (s)he was living on the streets or in shelter;</li> <li>• For individuals exiting an institution—one of the forms of evidence above <u>and</u>:             <ul style="list-style-type: none"> <li>○ discharge paperwork <u>or</u> written/oral referral, <u>or</u></li> <li>○ written record of intake worker’s due diligence to obtain above evidence <u>and</u> certification by individual that they exited institution</li> </ul> </li> </ul>
	Category 2	Imminent Risk of Homelessness	<ul style="list-style-type: none"> <li>• A court order resulting from an eviction action notifying the individual or family that they must leave; <u>or</u></li> <li>• For individual and families leaving a hotel or motel—evidence that they lack the financial resources to stay; <u>or</u></li> <li>• A documented and verified oral statement; <u>and</u></li> <li>• Certification that no subsequent residence has been identified; <u>and</u></li> <li>• Self-certification or other written documentation that the individual lack the financial resources and support necessary to obtain permanent housing</li> </ul>
	Category 3	Homeless under other Federal statutes	<ul style="list-style-type: none"> <li>• Certification by the nonprofit or state or local government that the individual or head of household seeking assistance met the criteria of homelessness under another federal statute; <u>and</u></li> <li>• Certification of no PH in last 60 days; <u>and</u></li> <li>• Certification by the individual or head of household, and any available supporting documentation, that (s)he has moved two or more times in the past 60 days; <u>and</u></li> <li>• Documentation of special needs <u>or</u> 2 or more barriers</li> </ul>
	Category 4	Fleeing/ Attempting to Flee DV	<ul style="list-style-type: none"> <li>• <i>For victim service providers:</i> <ul style="list-style-type: none"> <li>○ An oral statement by the individual or head of household seeking assistance which states: they are fleeing; they have no subsequent residence; and they lack resources. Statement must be documented by a self-certification or a certification by the intake worker.</li> </ul> </li> <li>• <i>For non-victim service providers:</i> <ul style="list-style-type: none"> <li>○ Oral statement by the individual or head of household seeking assistance that they are fleeing. This statement is documented by a self-certification or by the caseworker. Where the safety of the individual or family is not jeopardized, the oral statement must be verified; <u>and</u></li> <li>○ Certification by the individual or head of household that no subsequent residence has been identified; <u>and</u></li> <li>○ Self-certification, or other written documentation, that the individual or family lacks the financial resources and support networks to obtain other permanent housing.</li> </ul> </li> </ul>

**Appendix 2 – Link to Sample Contract Document**

**<https://www.leegov.com/dhs/Documents/CoC/2024-2025-HVS-Sample-Contract-Affidavit-of-Compliance.pdf>**

## **Appendix 3 – 2024 Lee County CoC Project Ranking Tool**

<b>2024 Lee County CoC Funding New Project Ranking Tool</b>	
<i>This portion of the ranking tool will be completed by the Collaborative Applicant (Lee County HVS).</i>	<b>Threshold Requirements</b>
	<b>Agency</b>
Proposal was submitted by deadline. <i>If no, ineligible to apply.</i>	
Applicant is a local government or non-profit organization with 501c3 Status. <i>If no, ineligible to apply.</i>	
Applicant agency has been providing direct services for at least 12 months prior to application deadline. <i>If no, ineligible to apply.</i>	
Organization is NOT listed on the excluded parties list. <i>If no, ineligible to apply.</i>	
Application is signed by agency official designated to execute contracts. <i>If no, ineligible to apply.</i>	
<b>Eligible to Apply</b>	
HVS Review Staff Initial: Date of Threshold Review:	

**Project Scoring** *Please enter your score for each scoring criteria based on the project proposal. While most scoring factors are related to specific questions, reviewer may consider all elements of the proposal to determine score for each item. Please use only whole and half points.*

	Agency/Type
<p><b>Project Description, Agency Capacity, and Experience:</b> The agency has experience addressing the needs of and providing services to low-income households who are homeless, formerly homeless, or at risk of becoming homeless. The agency describes the scope of the project, the number and type of clients to be served, the services to be provided, and the cost of the proposed activities. The agency also makes clear efforts to provide quality services through a person-centered, housing-focused model and ensuring "warm hand-offs" when referrals are required. <b>Maximum Point Value: CoC Bonus Project = 5, DV Bonus Project= 5</b></p>	
<p><b>Alignment with Community Goals and Needs:</b> The project will assist the CoC in achieving stated goals and/or is a project specifically identified as a priority within the RFA. The project will help to ensure homelessness in Lee County is rare brief and one-time, and fill a gap in services or housing. <b>Maximum Point Value: CoC Bonus Project = 5, DV Bonus Project = 5</b></p>	
<p><b>Returns to Homelessness (System Performance Measures):</b> The project has a estimated outcomes that are within CoC and HUD standards, and support the goal of making homelessness in Lee County rare, brief, and one-time. Addressing the extent to which persons who exit homelessness to permanent housing destinations return to homelessness: <b>Maximum Point Value: CoC Bonus Project = 10, DV Bonus Project = 8</b></p>	
<p><b>Increasing Income (System Performance Measures):</b> The project has a estimated outcomes demonstrating that program participants will increase their income through project participation. The project describes the partnerships to be leveraged to help clients increase their income. <b>Maximum Point Value: CoC Bonus Project = 10, DV Bonus Project = 8</b></p>	

<p><b>Innovation:</b> The project is innovative and addresses housing and service needs in manner not already found within the CoC or addresses housing and service needs for a population not currently being served in the CoC. The project is designed around a national best practice or existing evidence-based program. <b>Maximum Point Value: CoC Bonus Project = 10, DV Bonus Project = 8</b></p>	
<p><b>Objective Criteria- Health Care Coordination:</b> The project coordinates with physical and behavioral healthcare organizations to provide integrated services to program participants. Points will only be awarded for projects that have at least one letter of commitment to demonstrate partnership with public and private healthcare organizations to assist program participants to obtain services, treatment, and/or medical insurance to address healthcare needs. Full points can only be awarded if the commitments meet the thresholds established in Section II of the RFA <b>Maximum Point Value: CoC Bonus Project = 12, DV Bonus Project= 10</b></p>	
<p><b>Objective Criteria- Housing Coordination:</b> Does the project coordinate with housing providers, including but not limited to the Public Housing Authorities, landlords, or other permanent housing resources to provide permanent housing units to program participants. Points will only be awarded for projects that have at least one letter of commitment to demonstrate partnership with public and private organizations to assist program participants to obtain permanent housing. Full points can only be awarded if the commitments meet the thresholds established in Section II of the RFA <b>Maximum Point Value: CoC Bonus Project = 12, DV Bonus Project = 10</b></p>	
<p><b>Engagement of Persons with Lived Experience &amp; Equity:</b> Does the project applicant demonstrate active engagement of persons with lived experience. Active engagement may be demonstrated through membership on the organization's board, having persons with lived experience in paid staff positions, or through a regular, documented process for consulting persons with lived experience in program design. Is the organization's Board and Staff composition representative of the population being served. The proposed project must identify barriers to participation (e.g., lack of outreach) faced by persons of different races and ethnicities, particularly those over-represented in the local homeless population, and demonstrates steps the project will take to eliminate the identified barriers. <b>Maximum Point Value: CoC Bonus Project = 10, DV Bonus Project = 10</b></p>	

<p><b>(Objective Criteria) Housing First:</b> The project will strictly adhere to low barrier and housing first practices, that centers on providing people experiencing homelessness with housing as quickly as possible (within 30 days or less) – and then providing services as needed. The applicant specifically commits to enroll program participants, regardless of having too little income, active or history of substance use, having a criminal record (exceptions for state-mandated restrictions) History of victimization (e.g. domestic violence, sexual assault, childhood abuse). The applicant further commits to prevent program participant participation for failing to participate in supportive services, failure to make progress on a service plan, loss of income or failure to improve income, or any other activity not covered in a lease agreement typically found for unassisted persons in the project's geographic area. <b>Maximum Point Value: CoC Bonus Project= 12, DV Bonus Project = 10</b></p>	
<p><b>Timeliness:</b> The agency has a clear schedule for project implementation, spending, and reporting, and will be able to carry out activities within the funding period. <b>Maximum Point Value: CoC Bonus Project = 5, DV Bonus Project = 5</b></p>	
<p><b>Budget, Match and Leverage:</b> The project has a reasonable budget, all anticipated costs are eligible under one of the available funding sources, and adequate match has been committed. The project also uses leveraged funds to expand available housing and services. <b>Maximum Point Value: CoC Bonus Project = 5, DV Bonus Project = 5</b></p>	
<p><b>Proposal Presentation:</b> The proposal is organized and adheres to RFA instructions. Narratives are clear and concise, and the proposal presents new and original information to be considered for funding. <b>Maximum Point Value: CoC Bonus Project = 4, DV Bonus Project = 4</b></p>	

<p><b>DV Criteria:</b> The agency ensures the safety and confidentiality of DV survivors through trauma-informed, survivor-centered approaches, including private intake processes, secure housing placements, and ongoing staff training on confidentiality and safety. Regular evaluations are conducted to improve safety measures, with recent enhancements in digital security. The agency has a strong track record of placing survivors in permanent housing, prioritizing their needs and preferences while providing comprehensive support services, including legal aid, credit repair, and crisis intervention. In new DV Bonus Housing Projects, the agency will maintain a respectful, inclusive environment, offering trauma-informed support, cultural competence training, and resources to foster survivor stability and empowerment. <b>Maximum Point Value: CoC Bonus Project = 0, DV Bonus Project = 12</b></p>	
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<b>Total</b>	<b>0.00</b>
<b>Total Available Points = 100</b>	
<b>Reviewer Signature</b>	
<b>Reviewer Name</b>	
Committee Member's Overall Observations/Concerns:	