

**MIAMI-DADE COUNTY HOMELESS TRUST
REQUEST FOR APPLICATIONS (RFA)
2017 U.S.HUD EMERGENCY SOLUTIONS GRANT FUNDING AVAILABILITY**

A PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD at 9:00 a.m. on Friday, July 28, 2017 in conference room 18-2 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL. A second PRE-APPLICATION WORKSHOP FOR INTERESTED RESPONDENTS WILL BE HELD at 1:00 p.m. on Tuesday, August 1, 2017 in conference room 18-2 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL.

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

We invite government entities, public and private providers to review this RFA. A brief Technical Assistance session will be provided for new provider agencies at the conclusion of the Pre-Application Workshops.

Responses to this RFA are due at the address shown below no later than 2:00 p.m. eastern standard time on Tuesday, August 22, 2017. **NO EXCEPTIONS WILL BE MADE TO THE 2:00 P.M. DEADLINE.** Submissions must be made to:

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

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

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

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

I. INTRODUCTION

Miami-Dade County, through the Homeless Trust (HT) is soliciting applications under a Fiscal Year (FY) 2017 Request for Applications (RFA) process to fund new Rapid Re-Housing (RRH) and Homeless Prevention (HP) under the Emergency Solutions Grants (ESG) Program. **This is one time, non-renewable funding** in the amount of \$4,092,047, which includes a 7.5% administrative fee to be split equally with the HT. Specifically, the FY 2017 ESG RFA is seeking to provide RRH to homeless individuals and families and HP to prevent individuals and families from becoming homeless. Clients must meet Categories 1, 2 and/or 4 of the homeless definition of homeless as outlined in the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH Act. These include 1) literally homeless; 2) imminent risk of homelessness and 3) fleeing/attempting to flee domestic violence. Further details of the criteria for defining homeless is provided in attached addenda. No more than twenty-five percent (25%) of the total available allocation for short- and/or medium- term rental assistance will be provided for HP activities.

Homeless Prevention: This includes housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent an individual or family from becoming homeless. The costs of homelessness prevention are only eligible to the extent that the assistance is necessary to help the program participant regain stability in their current housing or move into other permanent housing and achieve stability in that housing. Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

The ESG Program interim rule limits eligibility for homelessness prevention assistance to individuals and families with incomes below 30 percent of AMI at intake and incomes that do not exceed 30 percent of AMI at re-evaluation, which must take place not less than once every 3 months.

Rapid Re-Housing: This includes housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing. Eligible costs include:

- Rental Assistance: rental assistance and rental arrears
- Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs
- Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

Please keep in mind for program participants receiving ESG "Rapid Re-Housing" assistance, an income assessment is not required at initial evaluation. At re-evaluation - which must take place not less than once annually for rapid re-housing - the participant's household must have an annual income that does not exceed 30 percent of median family income for the area, as determined by HUD.

We invite government entities, public and private non-profit providers to review this RFA prior to applying for this **one-time, non-renewable funding opportunity**.

Recipients have two (2) years from the date U.S. HUD signs the grant agreement to expend all ESG funds. Per 24.CFR.203(b), "expended" means that all eligible costs must be incurred by that date. Recipients may draw down funds after the 2-year expenditure deadline for eligible persons incurred before that date.

For future RFA updates and scheduled meeting dates, visit <http://www.homelesstrust.org>.

IMPORTANT INFORMATION ALL APPLICANTS SHOULD KNOW

Selection committee members appointed by the Mayor will score project applications on their own, interview respondents during oral presentations and make funding recommendations to the Homeless Trust Board.

The population served by HUD-funded ESG programs must meet program eligibility requirements as described in the HEARTH Act. All RFA respondents seeking ESG funding are encouraged to familiarize themselves with the following terms and information:

- a. *New Project.* New project refers to funds made available through this solicitation for projects, services and technical assistance not currently funded.
- b. *Housing First.* A model of housing assistance that is offered without preconditions, such as sobriety, minimum income thresholds or service participation requirements, together with rapid placement and stabilization in permanent housing. The model often times incorporates an Assertive Community Treatment approach designed to engage and work with program participants where they are. All providers seeking HUD ESG funding must follow a Housing First model.
- c. *Rapid Re- Housing.* Housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.
- d. *Homelessness Prevention.* Housing relocation and stabilization services and short-and/or medium-term rental assistance as necessary to prevent the individual or family from becoming homeless.
- e. *Housing Navigation.* Housing Navigation is a type of case management that is housing focused. Navigators assist program participants to identify an affordable property, complete required housing documents, and link them to resources to assist with other housing resources such as furniture assistance.
- f. *Coordinated Entry (CE).* A process developed to ensure that all people experiencing a housing crisis have fair and equal access and are quickly identified, assessed for, referred, and connected to housing and assistance based on their strengths and needs.
- g. *Homeless Management Information System (HMIS).* A local information technology system used to collect client-level data and data on the provision of housing and services to homeless individuals and families and persons at risk of homelessness.
- h. *Annual Performance Report (APR):* Used by HUD, and required by the CoC, to track the progress and accomplishments of projects funded by the Department.

II. TIMELINE OF THE APPLICATION

The timeline for this RFA process is as follows:

RFA Applications Available 111 NW 1st Street, 27th floor, Miami, FL	9:30 am Wednesday, July 26, 2017
Pre-Application Workshop 111 NW 1st Street, 18th floor, Miami, FL Conference Room 18-2	9:00 am – 11:00 am Friday, July 28, 2017 & 1:00 pm – 3:00 pm Tuesday, August 1, 2017
Deadline for Submittal of Written Questions – RFA	12 Noon Monday, August 14, 2017

Response to Written Questions – RFA	1:00 pm Tuesday, August 15, 2017
Deadline for Submission of RFA Applications Clerk of the Board of County Commissioners 111 NW 1st Street, 17th Floor, #17-202, Miami, Florida	2:00 pm (no exceptions) Tuesday, August 22, 2017
Responsiveness Review of Application	Wednesday, August 23, 2017
Selection Committee Review of Applications (on their own)	August 24-29, 2017
Selection Committee final scoring & opportunity for oral presentations from applicants 111 NW 1st Street, 18th floor, Miami, FL Conference Room 18-4	9:30 a.m.to 4:00 pm Wednesday, August 30, 2017
Deadline for written appeals	5:00 p.m. Friday, September 1, 2017
Miami-Dade County Homeless Trust Executive Committee approves recommendations of applications submitted in response to RFA Stephen P. Clark Center, 111 NW 1 St., Miami, FL., 10 th floor, CITT conference room	9:00 am Friday, September 8, 2017

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

III. RFA PRE-APPLICATION/TECHNICAL ASSISTANCE WORKSHOPS

Pre-application Workshop(s) will be held beginning at **9:00 a.m. on Wednesday, July 28, 2017 in conference room 18-2 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL.** A second Pre-application Workshop will be held beginning at **1:00 p.m. on Tuesday, August 1, 2017 in conference room 18-2 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL.** Attendance to the Pre-Application workshops is not required, but is strongly recommended. If you need assistance, please come to the workshop with your questions.

Please note that any additional questions that proposers may have after the workshop(s) have concluded must be submitted in writing to the designated contact person below by no later than noon on Monday, **August 14, 2017.**

Manny Sarria
Deputy Director
Miami-Dade County Homeless Trust
Stephen P. Clark Center
111 NW 1st Street, Suite 2710
Miami, FL 33128
Email: mannys@miamidade.gov.
Fax: (305) 375-2722

CONE OF SILENCE

Proposers are hereby advised that this solicitation is subject to the Cone of Silence, in accordance with Ordinance 98-106, as may be amended. From the time of advertising until the County Mayor issues a recommendation, there is a prohibition on communication with the County's professional staff. The Ordinance does not apply to oral communications at pre-proposal conferences, oral presentations before selection committees, contract negotiations, public presentations made to the Board of County Commissioners during any duly noticed meeting, communications in writing at any time with any county

employee, official or member of the Board of County Commissioners, unless specifically prohibited by applicable RFA documents. Any questions, explanations or other requests desired by Proposer(s) regarding this RFA must be requested to the Contact Person (see above). Additionally, a copy of all written communications must be filed with the Clerk of the Board, 111 N.W. 1st St., 17th floor, Suite 17-202, Miami, Florida, 33128-1083. Among other penalties, violation of these provisions by any particular proposer shall render any RFA award to such proposer voidable. Proposers should reference the actual ordinance for further clarification.

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

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

IV. THRESHOLD REQUIREMENTS FOR HUD ESG FUNDING

- a. Eligible sub-recipients are:
 - Government entities, public and private non-profit providers.
 - Applications in good standing with Miami-Dade County government and HUD, which means that the applicant does not have any unaddressed open monitoring or audit findings, outstanding obligation to Miami-Dade County and/or HUD that is in arrears or for which a payment schedule has not been agreed upon, history of serving ineligible program participants, expending funds on ineligible costs, failing to expend funds within statutorily established timeframes, and/or history of no- or slow expenditure of previously awarded grant funds.
 - Applicants who are not in corrective action status as a result of a project evaluation.
- b. Projects must serve literally homeless families and/or single adults coming directly from emergency shelters, Transitional Housing, Safe Haven's and/or unsheltered locations AND/OR persons fleeing domestic violence, dating violence, sexual assault, stalking or other dangerous situations AND/OR individuals/families at risk of homelessness. (No more than twenty-five percent (25%) of the total available allocation for short- and/or medium- term rental assistance will be provided for HP activities.)
- c. All applications must agree to a one year grant term, with the option of one extension not to exceed twelve (12) months.
- d. Projects must agree to enter client data into HMIS, participate in the Point-in-Time (PIT) count, and Housing Inventory Count (HIC) reporting.
- e. Projects must provide housing and services consistent with the CoC's established Standards of Care, as may be amended from time to time.
- f. The project must participate in the CoC's Coordinated Entry (CE) process, meaning referrals generated by the Homeless Trust Housing Coordinator will be prioritized based on length of time homeless and vulnerability, and RRH project providers will work with the Housing Coordinator when PSH is needed for an eligible household.
- g. Projects must comply with match requirements set forth by U.S.HUD in 24 CFR 576.201. Metropolitan cities and Urban County recipients must match grant funds with equal amount cash and/or noncash contributions, which may include donated buildings, materials and volunteer services. In addition, 24 CFR 576.500 describes requirements for documenting matching contributions. In general, federal (other than ESG), state, local and private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG provided the following are met:
 - The matching funds are contributed to the ESG program and expended for the recipients and sub-recipients allowable ESG costs.

- The matching funds are expended after the date HUD signs the grant agreement and by the expenditure deadline for eligible costs and activities.
 - The matching funds have not been, or will not be, used to match any other federal program costs.
 - HOME TBRA cannot be used as a source of match.
- h. Eligibility for HP assistance is limited to individuals and families with incomes below 30 percent of AMI at intake and incomes that do not exceed 30 percent of AMI at re-evaluation, which must take place not less than once every 3 months.
- i. For ESG RRH, an income assessment is not required at evaluation. At re-evaluation, which must take place not less than once annually for RRH, the participant's household must have an annual income that does not exceed 30 percent of median family income for the area, as determined by HUD.
- j. Project applications subscribe to the Housing First approach to quickly and successfully connect individuals and families experiencing homelessness to permanent housing without preconditions and barriers to entry, such as sobriety, treatment or service participation requirements. Supportive services are offered to maximize housing stability and prevent returns to homelessness as opposed to addressing predetermined treatment goals prior to permanent housing entry. The Core Components of Housing First include 1) *Few to no programmatic prerequisites to permanent housing entry* means no programmatic preconditions such as demonstration of sobriety, completion of alcohol or drug treatment, or agreeing to comply with a treatment regimen upon entry into the program; 2) *Low barrier admission policies* means 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 models make efforts to help people experiencing homelessness move into permanent housing as quickly as possible, streamlining application and approval processes, and reducing wait times; 4) *Supportive services are voluntary*, but supportive services can and should be used to persistently engage tenants to ensure housing stability; 5) *Tenants have full rights, responsibilities, and legal protections* meaning tenants are educated about their lease terms, given access to legal assistance, and encouraged to exercise their full legal rights and responsibilities; 6) *Practices and policies to prevent lease violations and evictions* suggests Housing First RRH should incorporate practices and policies that prevent lease violations and evictions among tenants [i.e. not evicting tenants as result of alcohol or drug use, unless such use results in disturbances to neighbors or is associated with illegal activity]; 7) *Applicable in a variety of housing models* means the Housing First approach can be implemented in different types of permanent supportive housing settings, including: scattered-site models, single-site models or buildings that are newly constructed or rehabilitated, and set-asides where supportive services are offered to participants in designated units within affordable housing developments.
- k. Project has a plan in place to provide non-mandatory supportive services to be provided either directly by the applicant, or documented through the Memorandum of Agreement (MOA) or other agreement, provided at the time of contract execution.
- l. Applications must demonstrate:
- A plan for **rapid implementation** of the program; the project narrative must document how the project will be ready to begin housing the first program participant within three (3) months of the award.
 - A connection to **mainstream service systems**, specifically:
 - 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.
 - that services are in place to connect participants to mainstream resources, including benefits, health insurance and employment services.
 - A plan for outreach to the eligible population upon referral.
- m. Applicants must submit the required certifications as specified in Section VI. of the RFA.
- n. The total request for each new project may not exceed what the Homeless Trust allows in the RFA.

V. NEEDS PRIORITIES AND PRIORITIZATION OF HUD FUNDED PROJECTS

Activities proposed must be consistent with the Miami-Dade County's Community Homeless Plan: Priority Home.

HUD ESG administrative funds, seven and a half percent (7.5%), will be split 50/50 with any agency funded through the Collaborative Application submitted to U.S.HUD (3.75% to sub-recipient; 3.75% to the Homeless Trust). When completing the Line Item Budget, please make sure to use the 3.75% administrative funding amount indicated.

The Selection Committee reserves the right to recommend funding adjustments – up or down -- of individual project funding requests. The Selection Committee also has the discretion to deviate from the foregoing process based on the quantity and quality of the proposals submitted, and may reduce funding requests and adjust the maximum funding as deemed necessary.

VI. CONTENTS OF APPLICATION

Please refer to the RFA Checklist (**Attachment 1**) for instructions on how to submit your application. Proposals should follow the order and format for the submission of documents as delineated in the checklist. Please read the instructions carefully for those documents that are only required to be submitted with the ORIGINAL copy of a project proposal.

***REMINDER: Project applications are due
no later than 2:00 p.m. on
Tuesday, August 22, 2017.***

There are no exceptions to this deadline.

Applications **can only** be submitted to the Clerk of the Board of County Commissioners, 111 N. W. 1st Street, 17th Floor - 202, Miami. Respondents are required to submit **one (1) original, six (6) copies, and one (1) electronic version on computer disc or flash drive.** Applications must be delivered to the Clerk of the Board at the address listed above, on or before the due date, ONLY between the hours of 9:00 a.m. – 4:00 p.m., Monday – Friday, *except on the application due date, when the deadline to submit is no later than 2:00 pm.* The **Application Form (Attachment 6)** must be signed by an officer of the agency who is legally authorized to enter into a contractual relationship in the name of the applicant. A current list of the agency's Board of Directors (for non-profit applicants) must be included with the application.

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

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

A. U.S.HUD ESG PROJECT APPLICATIONS

The following information must be provided for project requests: please refer to the **RFA Checklist (Attachment 1)** for a listing of all required documents that must be submitted:

RFA Checklist. Please complete the RFA Checklist (**Attachment 1**) checking off the list of all documents which must be submitted.

Project Application Form. The Application Form (**Attachment 6**) must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations. New Project Application (**Attachment 3**) is a detailed description of the services being proposed by the respondent.

Most recent APR for CoC-funded projects, or outcome data for like project from another reporting system. APR's or like project outcome data must include questions/information associated with (1) Housing Stability and (2) Increase Total Income System Performance Measures

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

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

All applicants seeking funding must complete and submit the Project Leveraging Worksheet (**Attachment 13**). Agencies must provide the worksheet reflecting: 1) the total value of the match, with documentation validating the total value submitted at this time. Project match must, at a minimum, meet the federal match requirements. The Project Leveraging Worksheet must be accompanied by commitment letters, on letterhead for the agency providing match, and signed by an authorized agent of the company providing match. Commitment letters should specify the project name, the total amount of match, and/or the total amount of leveraging.

- i. All applicants must complete and submit the Acknowledgement of Addenda (**Attachment 15**).
- ii. Submit a copy of current Local Business Tax Receipt (formerly the Miami-Dade County Occupational License) for businesses physically located in Miami-Dade County. Contact the Miami-Dade Tax Collector's Office at www.miamidade.gov/taxcollector or contact: **Miami-Dade County Tax Collector's Office, Local Business Tax Section**, 140 West Flagler Street, Room 101, Miami, Florida, 33130. Telephone: (305) 270-4949 Fax: (305) 372-6368. Non-profits may submit the Florida Dept. of Revenue exemption. Attachment 20 provides instruction for obtaining the exemption.
- iii. Submit copy of Certificate if your company is under one of the following:
 - a. *Corporation*
 - b. *Trademarks*
 - c. *Limited Partnerships*
 - d. *Limited Liability Company*
 - e. *Limited Liability & General Partnerships*
 - f. *Fictitious Business Name(s), if required*

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

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

- v. A copy of the list of Board of Directors is required for non-profit applicants.
- vi. A copy of your organization’s current audit(s).
- vii. Submit the original of one (1) of the following documents that apply to your entity or business. *W-9 Request for Taxpayer ID Number and Certification, Attachment # 11, or one of the following:*
 - a. *W-8ECI Form Certificate of Foreign Person’s Claim for Exemption from Withholding only income Effectively Connected With the Conduct of a Trade or Business in the United States. Obtain a form and instructions from www.irs.gov*
 - b. *W-8BEN Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding. Obtain a form and instructions from www.irs.gov*
 - c. *W-8EXP Certificate of Foreign Government or Other Foreign Organization for United States Tax Withholding. Obtain a form and instructions from www.irs.gov*
 - d. *W-8IMY Certificate of foreign Intermediary, Foreign, Flow-Through Entity, or Certain U.S.Branches for United States Tax Withholding. Obtain a form and instructions from www.irs.gov*
- viii. New project applicants not currently receiving funding from the Miami-Dade County Homeless Trust must complete the Previous Contractual Relationship Review Form (**Attachment 5**) to demonstrate their performance in non-Trust funded programs.
- ix. Certification for a Drug-Free Workplace All applicants must complete and submit one copy of the Certification for a Drug-Free Workplace (**Attachment 17**).

B. ASSEMBLY INSTRUCTIONS

Please refer to the RFA checklist (**Attachment 1**) to assist you in assembling the application for submission. In order to ensure that all information is readily and easily available to the Selection Committee for review, it is important that the information be provided as requested. One printed original, must be completed and labelled “Original.” Originals and copies should be bound in sequential order following the order provided in Attachment 2.

C. ATTACHMENTS

Attachment 1	ESG RFA Checklist
Attachment 2	Project Summary
Attachment 3	Outcome/Performance Measures
Attachment 4	Miami-Dade County Required Affidavits
Attachment 5	Previous Contractual Relationship Form (Applicants who are not currently funded by the Homeless Trust)
Attachment 6	Application Form
Attachment 7	Project Scoring Criteria
Attachment 8	Agency Financial Information Worksheet
Attachment 9	Board of Directors Listing
Attachment 10	Independent Audit of Financial Statements
Attachment 11	Annual Progress Report (From HMIS between 06/30/16-7/1/17) -Or- Report From Comparable Database
Attachment 12	Detailed Project Budget and Budget Narrative
Attachment 13	Project Leveraging Worksheet
Attachment 14	Memorandum of Agreement with Partner Agency(ies)
Attachment 15	Acknowledgement of Addenda
Attachment 17	Certification for a Drug Free Workplace (Must be dated no earlier than July 24, 2017)
Attachment 18	W-9 Form
Attachment 19	501 (C) (3) Not-For-Profit Documentation

Attachment 20	Responsiveness Checklist
Attachment 24	Housing First/Low Barrier Self Questionnaire
Attachment 26	Scoring Guidelines (for applicant use only, do not return with application)

VII. INFORMATIONAL ITEMS AND RESOURCES

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

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

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

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

IX. MATCHING FUNDS/LEVERAGING FOR HUD PROJECTS

Projects must comply with match requirements set forth by U.S.HUD in 24 CFR 576.201. Metropolitan cities and Urban County recipients must match grant funds with an equal amount cash and/or noncash contributions, which may include donated buildings, materials and volunteer services. In addition, 24 CFR 576.500 describes requirements for documenting matching contributions. In general, federal (other than ESG), state, local and private funds may be used to satisfy the requirement that the recipient provide matching contributions to ESG provided the following are met:

- The matching funds are contributed to the ESG program and expended for the recipients and sub-recipients allowable ESG costs.
- The matching funds are expended after the date HUD signs the grant agreement and by the expenditure deadline for eligible costs and activities.
- The matching funds have not been, or will not be, used to match any other federal program costs.
- HOME TBRA cannot be used as a source of match.

Employee compensation and other overhead costs directly related to carrying out homeless prevention, rapid rehousing and HMIS activities are eligible costs of those activities and not subject to the spending limits for administrative costs.

X. OUTCOME/PERFORMANCE MEASUREMENTS

Program performance and utilization, including expenditure rates will be considered in the evaluation of applications based on the most recent APR, or outcome data for like projects from another reporting system, and HMIS data.

Project applications must submit proposed outcome/performance measures as part of the project application. The project will be required to meet HUD required performance measures.

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

XI. SELECTION CRITERIA

The Selection Committee will, on their own, review and score responses for ESG projects as part of this RFA between August 24-29, 2017. The committee will convene for oral presentations and submit their final scores on Wednesday, August 30, 2017 between 9:30 a.m. and 4:00 p.m. in conference room 18-4 on the 18th floor of the Stephen P. Clark Center, 111 NW 1st Street, Miami, FL. Attendance to oral presentation is required. Someone designated by an authorized agent of the agency seeking funding, who is familiar with the application, must be present. The Selection Committee may choose to ask questions about project applications during oral presentations. Each provider will be given an opportunity to introduce themselves and respond to Selection Committee questions. The Application Form (**Attachment 6**) must include the names and phone numbers for all parties who are authorized to respond to questions during oral presentations.

SCORING CRITERIA FOR NEW PROJECT APPLICATIONS:

Refer to Attachment 20 for projects seeking ESG funding.

The Miami-Dade County Homeless Trust Executive Committee will meet on Friday, September 8, 2017 in the CITT conference room on the 10th floor of the Stephen P. Clark Center at 9:00 a.m. to review and vote on the Selection Committee's recommendations. Applicants are required to attend the Executive Committee meeting.

XII. OTHER TERMS AND CONDITIONS

A. INSPECTOR GENERAL

1) Independent Private Sector Inspector General Review

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

2) Miami-Dade County Inspector General Review

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

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

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

B. INDEMNIFICATION AND INSURANCE

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

The vendor shall furnish to the Miami-Dade County Homeless Trust, 111 NW 1st Street, Suite 27-310, Miami, Florida 33128, Certificate(s) of Insurance which indicate that insurance coverage has been obtained which meets the requirements as outlined below. Worker's Compensation Insurance for all employees of the vendor as required by Florida Statute 440. Public Liability Insurance on a comprehensive basis in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage. *Miami-Dade County must be shown as an additional insured with respect to this coverage.* Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than \$300,000 combined single limit per occurrence for bodily injury and property damage.

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

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

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

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

C. COUNTY OPTIONS

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

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

D. APPLICATIONS OPEN TO PUBLIC

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

E. CONTRACTING PROCESS

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

F. REVIEW OF APPLICATIONS

Each application will be reviewed to determine if the application is responsive to the submission requirements outlined in the RFA. A responsive application is one which follows the requirements of the RFA, includes all documentation including electronic copies, is submitted in the format outlined in the RFA and Attachment 2 RFA Checklist, is of timely submission, and has the appropriate signatures as required on each document. Proposers will be notified of any technical deficiencies with the proposal via an e-mail sent to the official applicant contact person as shown on **Attachment 6** of the proposal. **Attachment 18**, Responsiveness Checklist, will be used by staff to review each application for responsiveness and document any curable deficiencies. During the Cure Period proposers may correct any technical deficiencies identified during staff's technical review of the proposal with the submission of additional documentation as may be required by the County. The staff report, **Attachment 18**, will identify all technical deficiencies with each application that may be cured such as providing missing forms or budget elements or properly executed forms. Proposers have until the date outlined in **Attachment 18** to submit any and all outstanding or missing documentation information via e-mail or in person to the Homeless Trust, Deputy Director, Manny Sarria at manny@miamidade.gov. Changes to narrative elements of the proposal will not be allowed. A deviation from the terms of this RFP may be cured so long as the deviation is immaterial in that it does not provide the proposer with an unfair competitive advantage. Failure to comply with these requirements may deem your application non-responsive.

G. ADDITIONAL INFORMATION/ADDENDA

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

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

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

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

H. ADDITIONAL INFORMATION/REQUIREMENTS

Following the Selection of projects by HUD (and an appropriate environmental clearance, if required), and execution of grant agreements between HUD and the County, the agency will enter into sub-recipient agreements with the County, through the Homeless Trust, for the services and housing proposed. Selected and funded applicants will be required to, at a minimum:

- 1) participate in the local Homeless Management Information System (HMIS) for all beds/units funded through this application;
- 2) participate in the HMIS at an agency-wide level of no less than 86% of all of the beds/units managed by the applicant and included in the Housing Inventory Checklist submitted to U.S.HUD, even if the beds/units are not funded through the Homeless Trust or U.S.HUD; 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 MDCCC's "Standards of Care"

XIII. APPEALS PROCESS

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

Respondents seeking appeal will be required to document their rationale for appeal on agency letter head, signed by an authorized agent. Appeal letters need to be couriered, mailed, faxed or emailed to the Homeless Trust Executive Director and received by the deadline for appeal specified in the RFA. Evaluation/Selection Committee recommendations, as well as any Trust Staff Administrative recommendations for renewal and new projects, shall be forwarded to the Miami-Dade County Homeless Trust Executive Committee who shall, at their duly noticed public meeting on Friday, September 8, 2017, consider the recommendations of the Evaluation/Selection Committee and Trust staff, and shall make a recommendation as to whether or not fund new projects recommended through this RFA process, including, but not limited to, directing Trust staff to negotiate any terms (up to and including requesting a "best and final offer"), in order to secure an agreement that serves the best interests of the County.

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

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