

# Heartland Coalition for the Homeless

Fiscal Year 2024-2025 Local Request For Proposals  
NOFO – Due By: August 28, 2024



**Heartland Coalition for the Homeless (HCH)**

**FL-517 Continuum of Care Lead Agency**

**Highlands, Hardee, Hendry, Glades, Desoto, and Okeechobee Counties**

**Local Request for Proposal**  
**Posted Friday, August 9, 2024**  
**Due By August 28, 2024; 5:00 p.m. EST**

**Send Application mail to:**  
**Heartland Coalition for the Homeless**  
**P.O. Box 1023**  
**Avon Park, Florida 33826**

**Or hand deliver to:**  
**752 U.S. Highway 27 North,**  
**Avon Park, Florida 33825**

**Or email to:**  
**[Brenda.gray@heartlandcoalitionforthehomeless.org](mailto:Brenda.gray@heartlandcoalitionforthehomeless.org)**

**DO NOT SUBMIT YOUR APPLICATION IN e-SNAP**

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**On July 29, 2024, U.S. Department of Housing and Urban Development (HUD) issues the FY 2024 and 2025 Notice of Funding Opportunity (NOFO) for HUD’s Continuum of Care Program Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants Funding Opportunity Number: FR-6800-N-25. DUE DATE for Applications OCTOBER 30, 2024, CoC Program Competition application submission deadline, unless HUD extends the deadline.**

**Renewal grants that do not meet the renewal eligibility requirements for the FY 2024 CoC Program Competition and YHDP Funding Opportunity but are eligible for renewal when FY 2025 Congressional Appropriations are made available and new grants created through CoC, YHDP or DV Reallocations, must submit applications for FY 2025 funding by the application submission deadline August 29, 2025, at 8:00 p.m. EST, unless HUD extends the deadline.**

Heartland Coalition for the Homeless (HCH) serves as the Collaborative Applicant for the FL-517 – Hendry, Hardee, Highlands Counties Continuum of Care (FL-517). As the Collaborative Applicant, HCH is accepting proposals for projects that wish to use CoC Program Homeless Assistance funding from HUD. This notice serves as an overview of the process and opportunity to apply for funds.

- I. The Consolidated Application is due by October 30, 2024**
- II. Project Application are due 30 prior days to the application deadline -September 30, 2024**
- III. Local Request for Proposal are to be submitted to HCH CoC via email, U.S. Mail to P.O. Box 1023 Avon Park, FL. 33826, or hand delivered to 752 U.S. Highway 27 North, Avon Park, FL 33825, no later than August 28, 2024, at 5:00 p.m.**
- IV. Our CoC is not eligible for YHDP renewal/replacement funds, as we have not been awarded funds under this grant.**
- V. Project applications must be completed by project applicants for all renewal and new projects and must include the population(s) and subpopulations(s) they will serve, the type of housing and services that will be provided, and the budget activities that are being requested.**
- VI. All projects’ applicants must ensure their organization has a Code of Conduct.**
- VII. Project applications must be complete and include the population(s) and subpopulations(s) they will serve, the type of housing and services that will be provided, and the budget activities that are being requested.**
- VIII. Project scoring tools are enclosed in the RFP.**
- IX. Eligible project applicants include non-profit organizations, states, institutions of state and local governments, Indian Tribes/TDHE and public housing agencies.**
- X. Detailed information about eligible project applications, as well as new project application rating factors, begins on page 39 in the official application document (FR-6800-N-25).**
  - Eligible new projects include:
    - a. PH-PSH projects
    - b. PH-RRH projects

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- c. Joint TH/PH-RRH component projects
- d. SSO-CE projects.

**XI.** HUD's current strategic goals/priorities are:

- Goal 1: Support Underserved Communities
- Goal 2: Ensure Access to and Increase the Productions of Affordable Housing
- Goal 3: Promote Homeownership
- Goal 4: Advance Sustainable Communities

**XII.** The official application document can be found on Grants.gov

**XIII.** Materials related to the local competition (RFP) can be found on the Heartland Coalition for the Homeless CoC website: [www.heartlandcoalitionforthehomeless.org](http://www.heartlandcoalitionforthehomeless.org).

**XIV.** Additional guidance can be found on the CoC Program Competition page of HUD's website, including:

- Project application detailed instructions and navigational guides.

## **Funding Opportunity Description (Program Description)**

The Continuum of Care (CoC) Program is designed to promote a community-wide commitment to the goal of ending homelessness; to provide funding for efforts by non-profit providers, States, Indian Tribes or Tribally Designated Housing Entities [as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)], and local governments to quickly rehouse homeless individuals, families experiencing homelessness, persons experiencing trauma or a lack of safety related to fleeing or attempting to flee domestic violence, dating violence, sexual assault, and stalking, and youth experiencing homelessness while minimizing the trauma and dislocation caused by homelessness; to promote access to and effective utilization of mainstream programs by homeless individuals and families, and to optimize self-sufficiency among those experiencing homelessness.

The goal of the Youth Homelessness Demonstration Program (YHDP) is to support the development and implementation of a coordinated community approach to preventing and ending youth homelessness and sharing that experience with and mobilizing communities around the country toward the same end. The population to be served by the demonstration program is youth ages 24 and younger who are experiencing homelessness, including unaccompanied and pregnant or parenting youth.

This NOFO establishes two deadlines for submitting applications to HUD for the FY 2024 - FY 2025 CoC Program Competition and the Renewal and Replacement of YHDP grants. The deadline to submit CoC Consolidated applications and project applications for FY 2024 funds is **8:00 PM EDT on October 30, 2024**. Applicants (**CoC only**) must complete and submit their applications in *e-snaps* at <https://esnaps.hud.gov/>.

CoC and YHDP Renewal grants that do not meet the renewal eligibility requirements for FY 2024 funding but are eligible for renewal when FY 2025 Congressional Appropriations are made available, must submit applications for FY 2025 funding by the application submission deadline of **8:00 PM EDT on August 29, 2025**. CoC projects that wish to reallocate eligible renewal projects and create new projects in the FY 2025 funding process must also submit those applications for reallocation by the application submission deadline of **8:00 PM EDT on August 29, 2025**. Applicants with YHDP Projects that expire in CY 2025 may non-

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competitively renew or replace those projects and must submit an application by **8:00 PM EDT on August 29, 2025**.

HUD may also amend this NOFO if necessary to make additional funds available.

## **1. HUD's Strategic Planning Goals and Homelessness Policy Priorities**

### **a. HUD Strategic and Other Goals**

HUD's 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 NOFO 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 accomplish, 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 are applicable 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.

##### **1A: Advance Housing Justice**

Fortify support for vulnerable populations, underserved communities, and Fair Housing enforcement.

##### **1B: Reduce Homelessness**

Strengthen Federal, State, Tribal, and community implementation of the Housing First approach to reducing the prevalence of homelessness, with the ultimate goal of ending homelessness.

##### **1C: Invest in the Success of Communities**

Promote equitable community development that generates wealth-building for underserved communities, particularly for communities of color.

#### **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.

##### **2A: Increase the Supply of Housing**

Enhance HUD's programs that increase the production and supply of housing across the country.

##### **2B: Improve Rental Assistance**

Improve rental assistance to address the need for affordable housing.

#### **Strategic Goal 3: Promote Homeownership**

Promote homeownership opportunities, equitable access to credit for purchase and improvements, and

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wealth-building in underserved communities.

### **3A: Advance Sustainable Homeownership**

Advance the deployment of tools and capital that put sustainable homeownership within reach.

### **3B: Major Initiative: Expand Homeownership Opportunities**

Promote financing for innovative ownership models to increase the availability of affordable housing.

### **3C: Create a More Accessible and Inclusive Housing Finance System**

Advance new policy, programs, and modernization initiatives that support a more equitable housing finance system. Promote the preservation and creation of affordable housing stock.

## **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.

### **4A: Guide Investment in Climate Resilience**

Invest in climate resilience, energy efficiency, and renewable energy across HUD programs.

### **4B: Strengthen Environmental Justice**

Reduce exposure to health risks, environmental hazards, and substandard housing, especially for low-income households and communities of color.

### **4C: Integrate Health and Housing**

Advance policies that recognize housing's role as essential to health.

You are expected to align your application to the applicable strategic goals and objectives below. Use the information in this section to describe in your application the specific goals, objectives, and measures that your project is expected to help accomplish. If your project is selected for funding, you are also expected to establish a plan to track progress related to those goals, objectives, and measures. HUD will monitor compliance with the goals, objectives, and measures in your project.

New and renewal project applications will be accepted and prioritized for funding by the Heartland Coalition for the Homeless Continuum of Care Grant Review Committee. **The CoC encourages applications from applicants that have never previously received CoC funds as well as from applicants that are currently receiving or have in the past received CoC funds.** The CoC provides technical assistance to ensure that the process is accessible to all eligible applicants, including those who have not received CoC funds in the past. It is important to read this entire document, attachments, and HUD Program Guides including the NOFO before submitting an application to ensure all requirements are met.

**The Grant Review Committee will competitively rank projects on how they improve the performance of the local homeless assistance system and will reallocate funds to higher performing projects. This NOFO supports HUD's Strategic Plan for Fiscal Years (FY) 2024-2025 to accomplish HUD's mission and vision. HUD will pursue two overarching priorities focused on increasing equity and improving customer experience across all HUD programs. This year, HUD is putting an emphasis on prioritizing projects that support underserved communities, ensure access to and increase the production of affordable housing, promote homeownership, and advance sustainable communities. Please read the Review and Ranking Procedures attachment for more information on reallocating, ranking, and review. All projects must follow a housing first approach and agree to utilize Service Point, the HMIS coordinated entry system. Please read this entire document and HUD's NOFO.**

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**Heartland Coalition for the Homeless CoC has been notified by HUD that the below amounts are estimated for the upcoming funding cycle with a maximum of eligible funds to be applied for.**

- Annual Renewal Demand (ARD): \$267,749
- Anticipated Tier I amount: \$34,085 (CoC only)
- Anticipated Tier II amount: \$3,627 (CoC only)
- Renewal Permanent Supportive Housing (PSH Disability): \$134,281
- Bonus Project amount: \$95,756

## **Eligible project applicants:**

- Nonprofit organizations
- Indian Tribes and Tribally Designed Housing Entities (TDHE)
- States
- Local governments
- Instrumentalities of state
- Public housing agencies
- For profit organizations are NOT eligible to apply for grants or to be sub-recipients of grants
- Alignment with the current CoC current Strategic Plan
- Proven ability to provide quality services, case management and housing to the greatest need of homeless population
- Ability to describe planned versus actual services provided (not limited to: number of persons or households that are no longer homeless, rate of recidivism to homelessness and/or number of individuals who attain beneficial employment and/or increase income); and,
- Ability to meet deliverables according to contract and to spend down allocated dollars in a timely and prudent manner by end of contract period by providing an annual line-item budget and a spending plan for each month of the twelve-month period.

## **Proposal Layout Requirements**

- First page on agency letterhead ☞
- 1 inch margins (top, bottom, left, right)
- Orientation - portrait
- Font – Times Roman, Size 12
- Line Spacing – single or 1.5 ONLY
- Page number bottom of page, centered
- Starting on second page and each subsequent page, top header should include name of organization applying at the left and the NEED (Housing, Program, or both) being applied for at the right on each page.

## **Writing Directions**

- Be clear and detailed
- Provide examples/descriptions to support statements, e.g., How a process is done, why is it done that way,

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what has been the success with that process

- Provide data to support your statements
- Fully describe the funding plan

Eligible project applicants for the CoC Program Competition are found at 24 CFR 578.15 and in the Act and include nonprofit organizations, states, local governments, instrumentalities of state and local governments, Indian Tribes and TDHE [as defined in section 4 of the Native American Housing Assistance and Self-Determination Act of 1996 (25 U.S.C. 4103) (TDHEs)]. Public housing agencies, as such term is defined in 24 CFR 5.100, are eligible without limitation or exclusion. For-profit entities are ineligible to apply for grants and are prohibited from being subrecipients of CoC Program grant funds.

## Eligibility Requirements for Applicants of HUD’s Financial Assistance Programs (required by HCH)

The following requirements affect applicant eligibility. Detailed information on each requirement is found in the “[Eligibility Requirements for Applicants of HUD’s Competitive Programs](#)” document on HUD’s Funding Opportunities page. Applicants who fail to meet any of these eligibility requirements are deemed ineligible to receive HUD funding.

1. Universal Identifier and System for Award Management (SAM.gov) Requirements
2. Outstanding Delinquent Federal Debts
3. Debarments or Suspensions, or both
4. Mandatory Disclosure Requirement
5. Pre-selection Review of Performance
6. Sufficiency of Financial Management System
7. False Statements
8. Failure to conducting Business in Accordance with Ethical Standards/Code of Conduct
9. Prohibition Against Lobbying Activities

In addition, each applicant under this NOFO must have the necessary processes and systems in place to comply with the Award Term in Appendix A of [24 CFR part 170](#) if the applicant receives an award, unless an exception applies as provided in [2 CFR170.110](#).

**New projects are created through the CoC Reallocation or CoC Bonus process. Applicant’s may apply for the following types of new CoC projects through reallocation or the CoC Bonus process:**

**ALL APPLICANTS SHOULD APPLY FOR ONE YEAR GRANT TERMS.**

1. Permanent Supportive Housing projects may apply for projects that will serve 100 percent of chronically homeless households (PH-PSH projects and PH-RRH projects).
2. Joint TH/PH-RRH component projects.
3. Dedicated HMIS project for the cost at 24 CFR 578.37(s)(4) that may only be carried out by the HMIS Lead, which is the recipient or subrecipient of an HMIS grant (Lead Agency Only).
4. SSO-CE projects to develop or operate a Coordinated Entry system (Lead Agency Only).
5. CoC Bonus or CoC Reallocation project.

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**New projects are created through DV Bonus or DV Reallocation process. To be considered for DV Bonus or DV Reallocation, new projects must be:**

1. Ph-RRD
2. Joint TH/PH-RRH
3. SSO-CE

**Per CoC policy HCH's HMIS renewal project will be ranked number 1 to ensure all HMIS and reporting requirements are met for our CoC.**

## **I. Rules that Affect how HCH evaluates applicants for this RFP:**

- a. Assessing Applicants Risk** – in evaluating risks posed by the applicant, HCH may use a risk-based approach and may consider any items such as the below listed:
  1. Financial stability;
  2. Quality of managements systems and ability to meet the management standards prescribed in 2CFR part 200;
  3. History of performance;
  4. Reports and findings from audits;
  5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
  
- b. Past Performance** – HCH will consider an applicant's past performance in managing funds, such as:
  1. Ability to account for funds in compliance with applicable reporting and record keeping;
  2. Timely use of funds received;
  3. Meeting program requirements and performance targets as established in the grant agreement;
  4. The applicant's organizational capacity, including staffing structures and capacity;
  5. Number of persons served or target for assistance;
  6. Providing positive outcomes and results.
  
- c. Statutory and Regulatory Requirements** – to be eligible for funding in this RFP under FY 2024-2025 CoC Program and YHDP Competition NOFO, applicants must meet all statutory and regulatory requirement in the Act and the Rule. The non-competitive renewal and replacement of YHDP grants are administered under the Consolidated Appropriations Act, 2024 which permits YHDP projects to be renewed or replaced competitively or non-competitively through the CoC Program [see section I.B.3.e of this NOFO]. The Consolidated Appropriations Act, 2024 provides that none of the FY 2024 funds made available under this NOFO shall be available to provide funding for new projects, except for



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projects created through reallocation, unless the Secretary determines that the continuum of care has demonstrated that projects are evaluated and ranked based on the degree to which they improve the continuum of care's system performance.

**d. Threshold Requirements** – Applicants who fail to meet any of the following threshold eligibility requirements are deemed ineligible.

**Project Eligible Threshold** – HCH will review all projects to determine if they meet the following project eligibility threshold requirements on a pass/fail standards. If HCH determines the applicable standards are not met for the project, HCH will reject the project.

1. Applicant must be a nonprofit documented organization
2. Applicant must demonstrate the financial and management capacity and experience to carry out the project as detailed in the project application and capacity to administer federal funds.
3. Applicant must be willing to serve all six (6) counties in the CoC service area (Highlands, Hardee, Hendry, Desoto, Glades, and Okeechobee).
4. Applicant must agree to participate in the local HMIS System. However, in accordance with Section 407 of the Act, any victim service provider that is a recipient must not disclose, for purposes of HMIS, any personally identifying information about any client. Victim service providers must use a comparable database the meets the of the local HMIS.

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## II. Threshold and Scoring Review (To be completed by Lead Agency)

	Scoring Factor	Description of Scoring Factor	Points Available	Yes/No
A.	Proposal was submitted to lead agency by Friday, August 28, 2024, 5pm deadline	Ineligible to Apply – RFP clearly stated deadline	Yes = Continue to next factor No = Ineligible to apply	
B.	Non-Profit Organization with 501c3 status (IRS letter of proof included)	Ineligible to Apply – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
C.	Organization has been in operations for at least two (2) years	Ineligible to Apply – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
D.	Organization is in good standing with the State of Florida	Ineligible to Apply – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
E.	Organization not listed on “Excluded Parties List”	Ineligible to Apply – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
F.	RFP Application is signed by the designated agency official	Ineligible to Apply – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
G.	Proposal is mostly typed – not handwritten	Fatal Flaw – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
H.	Proposal includes one (1) electronic copy	Fatal Flaw – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
I.	Proposal submitted follows the order of proposal as outlined in the RFP	Fatal Flaw – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
J.	Proposal includes all required documents as stated in the RFP	Fatal Flaw – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
K.	Proposal does not exceed specified pages limits in any section as outlined in the RFP	Fatal Flaw – RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
L.	Proposals are submitted in a manner	Fatal Flaw – RFP clearly states this	Yes = Continue to next	

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outlined in the RFP	is required for eligibility	factor No = Ineligible to apply
<b>Eligible to Apply</b>		__ YES __ No

Name of HCH Staff Member Completing Threshold Review: \_\_\_\_\_

Signature of HCH Staff Member Completing Threshold Review: \_\_\_\_\_

Date of Threshold Review: \_\_\_\_\_

## Scoring Tool

	Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
1.	Organization is an active member with HCH CoC	Lead Agency staff will provide membership attendance record for past 12 months.	Yes = 1 No = 0		
2.	Applicant has at least one (1) staff member regular participating on a CoC Committee(s)	Lead Agency staff will provide membership attendance record for past 12 months.	Yes = 1 No = 0		
3.	Participation in Coordinated Entry Process	Project description should describe how agency plans to participate or how agency currently participate in HMIS and Coordinated Entry.	10 pts.  Adequately explains = 10  Somewhat explains = 5  Did not address in application = 0		
4.	Housing First and/or Low Barrier implementation	Organization philosophy should describe experience utilizing; eligibility criteria, process for accepting new clients and process and criteria for exiting clients under a Housing First model.	10 pts.  Adequately explains = 10  Somewhat explains = 5  Did not address in application = 0		
5.	Timeliness of Reporting monthly invoice submission by due date.	If a previous subcontractor: Lead Agency staff will provide funding agency invoice submission data, if new agency <b>Do Not Answer.</b>	10 pts.  0 late invoices = 10  1-3 = 5		

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Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
6.	<p>Organization’s Capacity and Experience: History of addressing the needs of, and providing services to, low-income households who are homeless, formerly homeless or at risk of becoming homeless.</p> <p>Extensive or high history/experience as defined as 8+ years</p> <p>Some History/experience as defined as 4 to 7 years</p> <p>Minimum or No History/Experience as defined as less than 3 years</p>	<p>3 &gt; = 0</p> <p>Extensive or high history/experience = 2 points</p> <p>Some History/experience = 1 point</p> <p>Minimum or No History/Experience = 0 points</p>		
7.	<p>Organization’s Capacity and Experience: Experience of operating at least similar projects, including performance outcome(s) from similar programs that show the effects of the service(s) provided</p> <p>Extensive or high history/experience as defined as 8+ years</p> <p>Some History/experience as defined as 4 to 7 years</p> <p>Minimum or No History/Experience as defined as less than 3 years</p>	<p>Extensive or high history/experience = 2 points</p> <p>Some History/experience = 1 point</p> <p>Minimum or No History/Experience = 0 points</p>		
8.	<p>Organization’s Capacity and Experience: Federal, state, and/or local government grant experience and capacity of the organization and person(s) responsible for administering the project and overseeing all compliance requirements.</p> <p>Extensive or high history/experience as defined as 8+ years</p> <p>Some History/experience as defined as 4 to 7 years</p> <p>Minimum or No History/Experience as defined as less than 3 years</p>	<p>Extensive or high history/experience = 2 points</p> <p>Some History/experience = 1 point</p> <p>Minimum or No History/Experience = 0 points</p>		
9.	<p>Project Description – Overview: Describes the overall scope of the project including the clients to be served, which services will be provided, how they will be provided, and process for quickly assessing clients into permanent housing.</p> <p>Clearly and in detail describes the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing</p> <p>Describes, but lacks important details, the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing</p> <p>Vaguely or inadequately</p>	<p>Clearly describes = 3 points</p> <p>Describes but lacks = 2 points</p> <p>Vague or inadequate = 0 points</p>		

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		describes, the overall scope of the project including the clients to be served, which services will be provided and how they will be provided, and process for quickly assisting clients into permanent housing			
10.	<b>Project Description – Client Demographics/Target Populations:</b> Describes the project’s proposed populations to be served, including identifying targets, and information demonstrating an understanding of the needs of the clients they propose to serve.	<p>Clearly defines the target demographics of the individuals/households to be served with details that demonstrate an understanding of the needs of those they propose to serve.</p> <p>Adequately defines the target demographic, but lacks some detail to demonstrate a full understanding of the needs of those they propose to serve</p> <p>Vaguely defines the target demographic, does not demonstrate an understanding of the needs of those they propose to serve</p>	<p>Clearly describes = 3 points</p> <p>Describes but lacks = 2 points</p> <p>Vague or inadequate = 0</p>		
11.	<b>Budget Summary Form and Detailed Budget/Plan Narrative:</b> Provides detail and describes/explains the numbers on the Budget Summary	<p>Detailed, clear and complete; aligns with the information on the Budget Summary; presents a feasible project.</p> <p>Adequately provides necessary information and aligns with the Budget Summary, but lacks some information needed to determine if a project is feasible.</p> <p>Vague, missing key information and/or does not present a feasible project.</p>	<p>Detailed, clear and complete = 5 points</p> <p>Adequately provides necessary information – 2.5 points</p> <p>Vague, missing key information = 0 points</p>		
12.	<b>Match Narrative and Committed Match:</b> All funding requires 25% of match; proving the ability to provide required match (match funds as stated in the NOFO).	<p>Detailed, clear and complete indicating the applicant understands and will be able to provide required project match.</p> <p>Demonstrates a basic understanding, however, may have difficulty providing necessary match.</p> <p>Vague, missing key information and/or does not demonstrate an understanding and/or have the ability to provide required</p>	<p>Detailed, clear and complete = 3 points</p> <p>Adequately provides necessary information = 1.5 points</p> <p>Vague, missing key</p>		

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		project match.	information = 0 points		
13.	Adequate cash flow for project: All funding will be awarded on a Cost Reimbursement process; therefore, Applicant must have adequate cash flow to continue operations while reimbursement is processed.	Applicant has adequate cash flow  Applicant does not have adequate cash flow	Yes = 2 points  No = 0 points		
14.	Project proposal describes how the project will help move the community forward in achieving HUD and CoC priorities and goals to effectively end homelessness in Heartland Coalition for the Homeless service area.	All content clearly describes how the proposed project helps move the community forward to effectively ending homelessness by achieving HUD and CoC priorities and goals.  Somewhat describes how the proposed project helps move the community forward to effectively ending homelessness by achieving HUD and CoC priorities and goals.  Does not or vaguely describe how the proposed project helps move the community forward to effectively ending homelessness by achieving HUD and CoC priorities goals	Clear and complete = 10 points  Somewhat provides necessary information = 3.5 points  Vague = 0 points		
15.	Proposed Project is innovative, bold and creative thinking with proven, effective practices.	Clearly and in detail described an innovative project utilizing proven and effective practices.  Touches on some innovative ideas and effective practices but lacks detail.  Not innovative and/or does not utilize proven effective practices.	Clear and detailed = 10 points  Somewhat touches on ideas = 3.5 points  Not innovative = 0 points		
16.	Overall proposal Presentation: formatting, content, flow of narratives, adherence to RFP instructions – demonstrates attention to detail and quality	Presented in a detailed, concise, organized manner that was easy to understand and review.  Lacked attention to detail and overall organization of information making it difficult to locate information needed to complete scoring.	Detailed = 1 point  Lacked detail = 0 points		

Maximum Points Possible: 75

Points Awarded:

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## Bonus Points

<u>Scoring Factor</u>	<u>Scoring Description /Notes</u>	<u>Points Available</u>	<u>Comments</u>	<u>Points Awarded</u>
<i>Case Management Narrative provided in Project Description offers process for, and offers, case management focused on extended self-sufficiency and stability.</i>		25 max. points  Yes = 25  No = 0		

Maximum Points Possible: 25

Points Awarded: \_\_\_\_\_

Reviewer's Overall Observation/Concerns:

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Reviewer's Name (Print): \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

# Heartland Coalition for the Homeless



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## Proposal Requirements:

Proposals **MUST** contain the following sections, in the order listed below:

1. **Organization’s Philosophy** – not to exceed 2 pages – the applicant should:
  - a. Describe experience utilizing:
    - i. Eligibility Criteria
    - ii. Process for accepting new clients
    - iii. Processing and criteria for exiting clients (Under a Housing First model)
  - b. Demonstrate there are **NO** pre-conditions for entry – allowing entry regardless of current/past substance abuse, income, criminal record, marital status, family status, actual or perceived sexual orientation, gender identity.
  - c. Show process for addressing situations that may jeopardize housing/project assistance, ensuring project participation is terminated only in the most severe cases.
2. **Project Description Overview** – not to exceed 5 pages, and should provide sufficient evidence to understand:
  - a. Scope of project.
  - b. Clients to be served (targeted populations, general demographics).
  - c. Services to be provided (including anticipated # of clients to be served annually)
  - d. Process to rapidly secure/maintain safe, affordable, and accessible permanent housing.
  - e. Plan for how clients will be assisted in obtaining mainstream benefits and increasing employment/income and maximize their ability to live independently.
  - f. Describe how you currently/plan to participate in HMIS and Coordinated Entry.
  - g. Case Management/Housing Placement – bonus points will be awarded to applicants who provide a process for locating housing for clients and offer case management focused on housing stability.
  - h. **NOTE: If applying for more than one activity, provide project descriptions for each activity.**
3. **Budget Summary** – not to exceed 2 pages – should include your overall plan of how you will allocate the funding under the allowable budget items, including your anticipated source of match there is a 25% match requirement for the grants. **NOTE: If applying for more than one activity, provide a budget summary for each activity.**
4. **Current List of Board of Directors, contact person and contact information** i.e. name, mailing address, phone number and email address.



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## Critical Deadlines:

August 9, 2024	1:00 pm	Heartland Coalition for the Homeless Release FY24-25 Local Request for Proposal.
August 13, 2024	3:00 pm	<b>RFP Questions &amp; Workshop via conference call; Dial: 1-605-313-4136; Access Code: 727-754#</b>
August 15, 2024	5:00 p.m.	Answers to RFP questions provided to all applicants.
August 28, 2024	5:00 pm	<b>SUBMISSION DEADLINE.</b>
August 29, 2024	5:00 pm	HCH Lead Agency staff review to ensure adherence to eligibility criteria and fatal flaw reviews.
August 30- September 3, 2024	Evaluations to be done individually before group meeting via conference call.	CoC Scoring and Review Committee – committee members will individually score each project proposal using scoring sheet in this RFP.
September 4, 2024		HCH Board – review proposals, ranking, and scoring. Vote for approval via email.
September 5, 2024		<b>Notice of selection or non-selection to all applicants.</b>

Prior to submitting an application, applicants should ensure that they meet the following threshold criteria:

- 1) Must propose an eligible activity for an eligible homeless population.
- 2) Must be an eligible contractor for federal funds with a current SAM certification and current tax exempt.
- 3) Must not propose to use HUD funds to supplement current funding.
- 4) Must be able to provide the following information:
  - a.) Signed authorization to apply for CoC funding and agreeing to all items in next section
  - b.) Most recent IRS 990 or audit report and auditor’s management letter
  - c.) IRS 501(c)(3) designation letter
  - d.) Current board roster
  - e.) Copies of code of conduct/ethics, conflict of interest, organizational chart, and personnel, procurement, and accounting procedures
  - f.) Match letter for 25% of the applied amount
  - g.) Any other requested documents described in Scoring Tool

### Requirements: All applicants will certify in writing to the following:

- Submit program data and participate in the Homeless Management Information System (HMIS) or have an equivalent system and submit de-identified data to HMIS if a domestic violence provider. Applicants must agree to adhere to HMIS policies and procedures.
- Follow FL-517 Written Standards
- Participate in HCH, coordinated entry system, and accept referrals that prioritize the most vulnerable from the Supportive Housing Registry maintained by HCH.
- Participate in all CoC activities and attend 75% or more CoC Quarterly meetings.

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- Applicants must ensure and demonstrate that they understand the Conflict-of-Interest guidelines found in CFR 578.95 (b)(c)(d) and are free of any conflicts in interest.
- Attend training, conferences, webinars, or other technical assistance HUD or the CoC provides regarding CoC Program funds, Racial Equity, Equal Access Rule, and the administration of those funds as needed.
- Agencies that are awarded CoC Program funds are to be monitored and evaluated at a minimum of annually by the Continuum of Care. The data results and outcomes of the monitoring and evaluations will be shared with the Grant Committee. The Grant Committee will utilize the evaluations, data, and outcomes, in the decision-making process for future applications. Agencies are required to allow at least one annual site visit by HCH or CoC designated monitor.
- Promote geographic diversity of programs throughout our CoC by covering all six (6) counties.
- **Agencies that serve survivors of domestic violence are encouraged to apply and are exempt from having to utilize the HMIS, however they will need to agree to participate in HCH Quarterly meetings and provide data from a comparable database.**

To be eligible for funding under this NOFO, project applicants must meet all statutory and regulatory requirements in the Hearth Act of 2009, the CoC Program Interim Rule (24 CFR part 578), the FY2024 CoC Program NOFO, the FY2019 HUD General Section NOFA, and any HUD published CoC Program New Project Application Guidance. You can find these documents at [www.hudexchange.info](http://www.hudexchange.info).

Policy Priorities: Found in NOFO

1. Ending homelessness for all persons
2. Using a Housing First approach
3. Reducing Unsheltered Homelessness
4. Improving System Performance
5. Partnering with Housing, Health, and Service Agencies
6. Racial Equity
7. Improving Assistance to LGBTQ+ Individuals
8. Persons with Lived Experience
9. Increasing Affordable Housing Supply

CoC Program Provisions: Found in NOFO

1. Performance-Based

Decisions

Appropriations Act:

- a. Requests for new CoC project applications are not allowed, unless the CoC evaluates and competitively ranks projects based on how they improve system

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- performance as outlined in Section V.B.2.b of this NOFO;
- b. HUD will prioritize funding for CoC's that have demonstrated the capacity to reallocate funding from lower to higher performing projects.

**ALL PROJECT APPLICANTS MUST COMPLY WITH Administrative, National, and Departmental Policy Requirements found in NOFO**

All agencies interested in applying for CoC Program funds should read the NOFO on HCH's website [www.heartlandcoalitionforthehomeless.org](http://www.heartlandcoalitionforthehomeless.org) or at HUD's website Grants.gov website.

### **Applicant Workshop:**

All those interested in applying for the HUD CoC program should attend the grant workshop. Please submit questions regarding the application to [brenda.gray@heartlandcoalitionforthehomeless.org](mailto:brenda.gray@heartlandcoalitionforthehomeless.org) prior to the Workshop. The Workshop will include reviewing the application, eligibility requirements, funding requirements including prioritizing most vulnerable, chronically homeless and other populations, bonus projects, and housing first. HMIS requirements will be reviewed but no HMIS end user training will take place during the Workshop. All other questions and concerns that are submitted via email will be addressed.

### **The Workshop will be hosted via Conference Call on**

**August 13, 2024 @ 3:00 pm**

**EST: Conference Call #:**

**Dial: 1-605-313-4136**

**Access Code: 727-754#**

### **Submittal:**

All project applications must be submitted via email to: [brenda.gray@heartlandcoalitionforthehomeless.org](mailto:brenda.gray@heartlandcoalitionforthehomeless.org) or US Mail to P.O. Box 1023 Avon Park, FL 33825 or one hard copy HAND-DELIVERED to HCH 752 US Highway 27 North Avon Park, FL 33825. Applications submitted through any other means will not be reviewed. The deadline for this RFP submission is **August 28, 2024, by 5:00 PM EST**. If applications are not received by that date and time, they will not be reviewed.

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Please make sure the hard copy contains all the requested information.

**DO NOT SUBMIT THIS RFP IN E-SNAP  
IF YOU HAVE ANY QUESTION, PLEASE SEND EMAILS TO  
BRENDA.GRAY@HEARTLANDCOALITIONFORTHEHOMELESS.ORG**

## Helpful Links:

<https://www.hudexchange.info/programs/coc/toolkit/program-components-and-eligible-costs/>

<https://www.hudexchange.info/programs/coc/toolkit/grant-administration/>

<https://www.hudexchange.info/programs/e-snaps/>

<https://www.hudexchange.info/resource/2909/coc-project-application-instructions-for-new-projects/>

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## Critical Deadlines FY2024-2025 CoC Program NOFO Timeline FR-6800-N-25

Date	Date/Time	Event
Monday, July 29, 2024		NOFO Released by HUD
Friday, August 9, 2024	1:00 pm	Heartland Coalition for the Homeless Release FY24-25 Local Request for Proposal.
Tuesday, August 13, 2024	3:00 pm	RFP Questions & Workshop via conference call; Dial: 1-605-313-4136; Access Code: 727-754#
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Friday, August 30- Tuesday, September 3, 2024	Evaluations to be done individually before group meeting via conference call.	Scoring and Review Committee – committee members will individually score each project proposal using scoring sheet in this RFP; finalize Priority Listing.
Wednesday, September 4, 2024		HCH Board – review proposals, ranking, and scoring. Vote for approval via email.
Thursday, September 5, 2024		Notice of selection or non-selection to all applicants; Appeal Process Reviewed.
Monday, October 28, 2024		Public Posting at least 2 days before the FY2024 – 2025 CoC Program Competition application submission deadline – all part of the CoC Consolidated Application (CoC application, Priority Listing, project applications).
Wednesday, October 30, 2024		HUD Deadline for CoC Consolidated Application (CoC application, Priority Listing, project applications) in E-Snaps: <a href="https://esnaps.hud.gov/">https://esnaps.hud.gov/</a>