



**2022 REQUEST FOR PROPOSALS
ESG Funding**

ST. JOHNS COUNTY CONTINUUM OF CARE

RELEASED: 04/18/22

SUBMISSIONS DUE: 04/29/22 (No later than 5pm)

PLEASE SUBMIT ALL QUESTIONS BY – 04/20/22 by 5:00 PM to

lindsey.rodea@flaglerhospital.org

ST. JOHNS COUNTY CONTINUUM OF CARE
FLAGLER HOSPITAL, CoC LEAD AGENCY
WWW.STJOHNSCOUNTYCOC.ORG

2022 ESG Funding - Request for Proposals (RFP)

The St. Johns County CoC is issuing a Request for Proposals (RFP) for the following funding opportunities through the Department of Children and Families (DCF):

I. Funding Availability

The Department of Children and Families has decided to renew the FY19-22 unified contract with Flagler Hospital for an additional 3 years. For fiscal year 2022-2023, the CoC Board has decided to renew Challenge and TANF awards and have a local competition for ESG only.

Emergency Solutions Grant (ESG): The St. Johns County CoC has \$226,000 available in ESG funds for fiscal year 2022-2023. Funds available for each activity are listed below.

Available Funds Per Activity:

Eligible Activities	Available Amount
Street Outreach	\$22,600.00
Emergency Shelter	\$100,000.00
Prevention	\$32,100.00
Rapid Rehousing	\$60,000.00
HMIS	\$0.00
Admin	\$11,300.00
Total:	\$226,000.00

Note: Amounts were set with consideration of the following limits - street outreach and emergency shelter cannot exceed 60% of the fiscal year ESG award and administration costs cannot exceed 5% of the ESG award.

Agencies are not limited on project applications. An agency can apply for more than one project.

Eligible Populations and Activities:

Street Outreach – engagement, case management, emergency health and/or mental health services, transportation, special population services (youth, victim services, living with HIV/AIDS)

Emergency Shelter – essential services such as case management, child care, education, life skills training, substance abuse treatment, outpatient and/or mental health, legal, transportation, special population (youth, victim services, living with HIV/AIDS), renovations and shelter operations

Homelessness Prevention – housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, stability case management, mediation, legal and credit repair), short and/or medium term rental assistance

Rapid Re-Housing (RRH) – housing relocation and stabilization services (rental application fees, security deposits, last month's rent, utility payments, moving costs, housing search and placement, stability case management, mediation, legal and credit repair), short and/or medium term rental assistance

Homeless Management Information System (HMIS) – costs of contributing data and/or costs related to functioning as the HMIS lead agency

Administrative costs - general management, oversight and coordination, training on ESG requirements, costs associated with preparing and amending the CoC Plan, environmental review.

II. Eligibility

For the purposes of this RFP, The St. Johns County CoC will make funding available for projects that meet the following criteria:

1. Align with the CoC Plan (Exhibit 1)
2. Ability to provide quality services, case management and housing to the greatest need of homeless population
3. Ability to prove 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)
4. Emphasize rapid exits from homelessness

*Prospective grantees **must be current members of the CoC and respond** to this RFP if seeking funding.

III. 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
 - i. Process and criteria for exiting clients (Under a Housing First model)
https://www.usich.gov/resources/uploads/asset_library/Housing_First_Checklist_FINAL.pdf
 - 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 (target 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. Participation in both is a requirement for ESG funding
 - 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 (Funds used for ESG match cannot come from previous ESG match grants or any other grant. There is a 100% match requirement for this grant).

NOTE: If applying for more than one activity, provide a budget summary for each activity

4. Current List of Board of Directors
5. HMIS Reports: If available, please pull and include “CoC-APR” report from HMIS for the period of 7/1/2020 – 6/30/2021. Note: Entry type is “HUD”.

IV. Proposal Evaluation and Selection

All proposals submitted by the deadline will be evaluated through a multi-step process:

Step 1: Threshold Review (Exhibit 2):

Proposals will be reviewed by CoC Lead Agency staff for adherence to eligibility criteria and proposal requirements outlined in this RFP, to include:

- Applicant Eligibility: applicant is non-profit, has been in operation for at least two (2) years, in good standing with State of Florida, not listed on Excluded Party list
- Proposal Eligibility: proposal contains no fatal flaws

Fatal Flaws include:

- Proposal received after due date and time
- Proposal received from agency ineligible for funding as outlined in Section II: Eligibility
- RFP application not signed by agency official designated to execute contracts
- Proposals that are mostly/completely hand-written (excluding forms with signature)
- Proposals do not include the required number of copies and have not been sent electronically
- Proposals are submitted in a manner not outlined in this RFP

Step 2: Proposal Review, Scoring, and Selection Process

- A. Proposals will be forwarded to the CoC Scoring and Review Committee. The Scoring and Review Committee will meet to review and score each proposal using the Scoring Tool provided in **Exhibit 3**. CoC Lead Agency staff will provide additional backup needed including agency’s attendance at past CoC meetings, agency participation in CoC committees, coordinated entry data and documentation of timeliness of reporting.
- B. The Scoring and Review Committee will prepare a recommendation of funding, based on completed scoring and review forms, to present to the CoC Board.
- C. The CoC Board will review the recommendations for funding, and will vote on a final decision.

Notice of Final Decision: Once funding approval is made by the CoC Board, CoC Lead Agency staff will provide written notice to each applicant of their status on May 12, 2022. Due to the short time frame in which these funds must be awarded, there will not be an appeals process. However, CoC Lead Agency staff will share notes and scores from the Scoring and Review Committee if requested.

**Conflict of Interest: Any Scoring and Review Committee member with a vested interest in a particular project will recuse themselves from scoring the project in which they have the vested interest. A vested interest includes being an employee, volunteer, and/or board member of an applicant agency or other entity that is a direct partner and/or would otherwise benefit directly from the proposed project.*

V. Submission Instructions

SUBMISSION DEADLINE – FRIDAY, APRIL 29, 2022 at 5:00PM

To be considered for this RFP, all submissions must be sent electronically to Lindsey Rodea lindsey.rodea@flaglerhospital.org by 5:00 p.m. on Friday, April 29th.

WITHOUT EXCEPTION, NO PROPOSALS WILL BE ACCEPTED BY ST. JOHNS COUNTY COC AFTER THE SUBMISSION DEADLINE STATED ABOVE.

Critical Dates and Timeline

April 18, 2022		St. Johns County CoC issues Emergency Solutions Grant FY22-23 Request for Proposals
April 20, 2022	5:00 pm	RFP Questions Deadline
April 22, 2022	5:00 pm	Answers to RFP questions provided to all applicants
April 29, 2022	5:00 pm	SUBMISSION DEADLINE
May 2, 2022		St. Johns County CoC Lead Agency staff review to ensure adherence to eligibility criteria and fatal flaw reviews
May 3-5, 2022	Evaluations to be done individually before group meeting	CoC Scoring and Review Committee – committee members will individually score each project proposal using the St. Johns County CoC FY2022-2023 Emergency Solutions Grant RFP scoring criteria for all projects
May 6, 2022		Scoring and Review Committee will meet to compile scores and finalize recommendation for Board approval
May 9 -11, 2022		St. Johns County CoC Board application review – review proposals, ranking, and scoring. Scoring and review recommendation sent to the St. Johns County CoC Board; St. Johns County CoC Board Vote for approval via email by May 11th
May 12, 2022		Notice of selection or non-selection to all applicants

RFP Questions

Questions related to this RFP will be accepted. Questions must be submitted in writing to Lindsey Rodea at lindsey.rodea@flaglerhospital.org and be received no later than **Wednesday, April 20th at 5:00PM**. The St. Johns County CoC Lead Agency will compile all questions and answers, and post the document on the CoC website (<https://www.stjohnscountycoc.org/>) on Friday, April 22nd by 5:00PM.

FL-512 St. Johns County Continuum of Care Strategic Plan 2020 – June 30, 2022

Executive Summary

In a county that takes pride in chart-topping rankings - best schools, lowest taxes, above-average incomes, healthiest residents; the issue of homelessness is often overlooked but is debatably more worthy of a headline. Every year hundreds of people experience an episode of homelessness in St. Johns County.

In 2019, the Continuum of Care recorded 1,652 clients served by housing focused programs. In 2020, during a one-night snapshot - called the Point-in-Time count – 368 individuals were identified and surveyed during one January night. The stark reality, as identified in these numbers, is that the homeless in our community are living outside. The majority, over half, are unsheltered. For families with children or youth, the very limited opportunity for shelter creates an even greater challenge. During the 2020 count, 26 percent of our homeless were under the age of 24. Believing that each of these individuals has a basic human right to safe, secure and affordable housing, the Continuum of Care is committed to ending homelessness.

For some, homelessness may only last a few days or weeks, but for many it will last a year or longer. In the January count, although nearly one-third of the unsheltered identified as newly homeless, over half identified as continually homeless for more than one year.

Understanding this issue requires us to consider how close many in our community are to eviction. In St. Johns County, nearly 7,000 or about 7 percent of households live in poverty. In addition, 27 percent or nearly 25,000 households exist on a total household income gained through employment that is more than the Federal Poverty Level, but still is not enough to cover the basic cost of living. Data provided in the United Way ALICE Report, shows that many families in St. Johns County are one paycheck away from disaster. They are often forced to make a difficult choice between paying for needed car repair or medical care, groceries or paying rent.

Unlike many other communities, numbers are on our side. It is possible for St. Johns County to achieve this goal. The strategic plan adopted by the Continuum and updated in 2020, identifies and aligns the following priorities: Homelessness is rare. Homelessness is brief. Homelessness is one time. And finally, that we are able to sustain an end to homelessness.

To tackle these problems we must aggressively work to prevent people from becoming homeless, expand affordable housing, offer critical interventions that ensure the safety and dignity of people living without housing, and urgently reduce homelessness in our most impacted and vulnerable communities.

Homes end homelessness, and while the strategies outline in our plan support improvements to our systems, our first priority is to increase permanent housing options. Doing so ends homelessness by preventing it before it starts. It also provides a rapid solution to those that are experiencing homelessness.

Ending homeless sounds ambitious. It is, but it is also something that can be achieved. Without action, our homeless population will continue to grow, and this opportunity will slip through our fingers. Understanding that every homeless individual in our community has a name and a unique history along with their basic human right to housing, should inspire us to commit to this challenge. We must act with compassion, collaboration and significant investment. In a community that racks up awards, Ending Homelessness is an accolade we should seek. We seek to do more than Imagine reading the headline, Homelessness Ends in St. Johns County.

Mission: The Continuum of Care leads the effort to prevent and end homelessness, bringing together resources and partnerships to make homelessness rare, brief, and one time.

Vision: Believing housing is a human right, we envision a community where all people have access to safe, stable, and affordable housing.

Narrative

Established in 2002, the St. Johns County Continuum of Care (COC) is a collaborative of homeless stakeholders from across St. Johns County who are committed to ending homelessness through sharing expertise, using data to inform practice, monitoring system performance, using our collective voice to advocate for our homeless neighbors and aligning with federal priorities to ensure homelessness is rare, brief and a one-time occurrence.

This Strategic Plan was drafted to clearly identify actions, assignments and dates to guide results relating to the goal of ending homelessness. The objectives of this strategic plan are to utilize the Housing First Philosophy which offers permanent, affordable housing quickly for those experiencing homelessness and to provide supportive services to stay housed and avoid homelessness. As part of this plan, the COC Board, staff and agencies will advocate for local, state and federal policies that increase affordable housing

and prioritize funding applications that offer housing opportunities. The COC will make it a priority to enlist 100% of homeless providers in the community and enhance the coordinated entry systems to better serve those experiencing homelessness. To further enhance the coordinated entry system and the Homeless Management Information system, the COC will work to improve processes and performance by making data driven decisions and increase non-profit capacity. To further strengthen the crisis response system, the COC will also work to identify and address gaps in services, increase the capacity of the lead agency and board as well as implement marketing and education plans.

Accomplishments

Our continuum saw many accomplishments from our 2018 strategic plan. Our four main goals were:

1. Operate as a Housing First community.
2. Assess and prioritize all those experiencing a housing crisis for appropriate intervention.
3. Increase access to safe, affordable sustainable housing for all those experiencing homelessness.
4. Increase HMIS utilization and improve data quality.

Accomplishments Goal 1: Operate as a Housing First community.

- CoC Lead Agency continued to prioritize funding projects that implemented a Housing First philosophy
- Increased effort to educate the community about Housing First

Accomplishments Goal 2: Assess and prioritize all those experiencing a housing crisis for appropriate intervention.

- CoC Lead Agency has expanded the Coordinated Entry System and helped expand access to Coordinated Entry by having strategic access points
- The community has had increased participation in Coordinated Entry

Accomplishments Goal 3: Increase access to safe, affordable sustainable housing for all those experiencing homelessness.

- Utilized a housing locator position to help develop relationships with landlords and quickly place households
- Continued work to build partnerships with local government and housing developers to try and increase stock of affordable housing

Accomplishments Goal 4: Increase HMIS utilization and improve data quality.

- HMIS has improved reporting to better look at system performance measures, data quality reports, and DCF reports
- HMIS is developing new dashboards to enhance understanding of provider performance and overall CoC performance

- Monthly dashboards are available for providers to pull their own scorecards

Gaps Analysis

The Lead Agency will conduct an annual gaps analysis/needs assessment of the homeless needs and services available within the geographic area. The gaps analysis/needs assessment will be used to determine local needs and establish community priorities each fiscal year. The findings will be published annually on October 15.

Community Collaboration

The St. Johns Continuum of Care membership and Governance Board came together on February 12, 2020 for a one-day strategic planning session facilitated by the Florida Housing Coalition. Throughout the day the group had the opportunity to increase their education on best practices for CoCs, complete a Strengths, Opportunities, Weaknesses, and Threats (SWOT) Analysis, and review the 2018 plan. A new mission and vision were established to better define the efforts of the Continuum.

The plan represents a collaborative effort from many stakeholders. There was robust representation at the session including providers, local government, veterans representation, United Way, community volunteers, the school district, behavioral health providers, and other community stakeholders who all have a vested interest in ending homelessness. The day ended with a firm commitment, resolve, and concrete strategies for preventing and ending homelessness in St. Johns county.

Our Priorities

Aligning with the federal priorities, the St. Johns County Continuum of Care is working on the following priorities:

1. Ensure homelessness is rare.
2. Ensure homelessness is brief.
3. Ensure homelessness is one time.
4. Sustain an end to homelessness.

We will implement these priorities using the following strategies, goals, and action steps.

Strategy 1: Increase Permanent Housing Opportunities		
Goal 1.1: Utilize a Housing First philosophy		
Action Step 1.1a	Action Step 1.1b	Action Step 1.1c

Each CoC funded agency will fully employ the policies and practices that are compliant with the Housing First philosophy to include non-discriminatory practices	Lower barriers for entry to Rapid Re-Housing by prioritizing project applicants who implement low barrier programs according to the Housing First model	CoC Lead Agency to monitor CoC funded agencies to ensure compliance with the Housing First philosophy
Goal 1.2: Advocate for local, state, and federal policies which increase affordable housing		
Action Step 1.2a	Action Step 1.2b	Action Step 1.2c
Build partnerships with the local government to ensure affordable housing for homeless households is being prioritized	CoC Lead Agency will educate the community about important issues and policies impacting persons experiencing homelessness	Build stronger relationships with elected officials. Share developed materials with those who have the ability to legislate and advocate for funding on our behalf. Have a CoC Board Member present at affordable housing meetings.
Goal 1.3: Prioritize funding applications that offer permanent housing opportunities		
Action Step 1.3a	Action Step 1.3b	Action Step 1.3c
Publish RFAs that prioritize permanent housing opportunities such as Rapid Re-Housing and Permanent Supportive Housing	Develop a rank and review process to include higher scoring for applicants prioritizing permanent housing	Identify new project funding opportunities and increase applicant pool.
Strategy 2: Strengthen the Coordinated Entry System (CES)		
Goal 2.1: 100% participation by homeless service providers in Coordinated Entry		
Action Step 2.1a	Action Step 2.1b	Action Step 2.1c
Ensure 100% participation in the CES of federally mandated agencies	Develop a rank and review process to include higher scoring for applicants who participate in the CES	Outreach to non-mandated agencies to educate and encourage participation in the CES
Goal 2.2: Enhance Coordinated Entry to better serve households experiencing homelessness		
Action Step 2.2a	Action Step 2.2b	Action Step 2.2c
Close “side doors” to ensure agencies are accepting referrals only through the CES	Engage VA and DV to include on CES weekly by name list meetings	Develop a dynamic prioritization system to enhance the VI-SPDAT
Action 2.2d		

Identify ways to strengthen Housing Navigator and Housing Locator roles.		
Goal 2.3: Improve processes and performance of the CES		
Action Step 2.3a	Action Step 2.3b	Action Step 2.3c
Educate and monitor agencies to ensure they understand and are correctly utilizing the CES	Explore creating a single access point to control the quality of the assessments and prioritization	Evaluate the CES annually
Action Step 2.3d		
Update policies and procedures to reflect guidance from Built for Zero.		
Strategy 3: Improve Overall Performance of the Continuum of Care		
Goal 3.1: Strengthen the Homeless Management Information System (HMIS)		
Action Step 3.1a	Action Step 3.1b	Action Step 3.1c
Create a dashboard of critical data elements for the CoC Lead Agency (and relevant committee) to track	Increase agency participation to ensure agencies serving homeless households are entering data	Engage the VA and Duval as partners to share data and coordinate veteran services
Goal 3.2: Make data-driven decisions		
Action Step 3.2a	Action Step 3.2b	Action Step 3.2c
Review HMIS reports, Longitudinal System Analysis (LSA), and System Performance Measures to identify and address poor performance	Monitor CoC funded agencies and develop a corrective action plan policy, reallocation policy, and a technical assistance policy	Form a Performance Committee to regularly review data and make recommendations for funding
Goal 3.3: Increase nonprofit capacity for agencies serving households experiencing homelessness		
Action Step 3.3a	Action Step 3.3b	Action Step 3.3c
Host regular meetings for the CoC membership where educational opportunities are provided by the Lead Agency, outside providers, and other community agencies	Offer regular technical assistance to CoC funded agencies to improve performance on existing contracts and grant awards	Host special meetings for non-CoC funded agencies interested in obtaining CoC funding to teach the process

Goal 3.4: Identify and address gaps in service to strengthen crisis response system		
Action Step 3.4a	Action Step 3.4b	Action Step 3.4c
Conduct annual gaps analysis		
Strategy 4: Strengthen the Leadership of the Crisis Response System		
Goal 4.1: Increase capacity of the CoC Lead Agency		
Action Step 4.1a	Action Step 4.1b	Action Step 4.1c
Monitor the CoC Lead Agency and provide recommendations for improvement	Identify funding opportunities that align with the mission and vision of the CoC to prevent and end homelessness	Identify what's causing staff turnover and fill gaps quicker when there is turnover; Identify roles and responsibilities of Lead Agency staff
Goal 4.2: Increase capacity of the CoC Governance Board		
Action Step 4.2a	Action Step 4.2b	Action Step 4.2c
Form a Nominating Committee to solicit and review board member applications	Provide new board member orientation to include CoC program interim rule requirements, the homeless crisis response system, and HUD priorities	Grow committee involvement with both General Membership and Board.
Goal 4.3: Implement Marketing and Education plan		
Action Step 4.3a	Action Step 4.3b	Action Step 4.3c
Provide ongoing community education for prioritized topics	Market Coordinated Entry by developing a catch phrase	Form a community task force to oversee education opportunities and develop marketing materials

Could insert any number of strategies following this.

ST. JOHNS COUNTY COC 2022 REQUEST FOR PROPOSALS – ESG FUNDING THRESHOLD AND SCORING CRITERIA

Exhibit 2: THRESHOLD REVIEW (Completed by Lead Agency Staff)

Project Applicant: _____

Any NO answer in the Threshold Review Section to a FATAL FLAW Item = ineligible to apply per FATAL FLAWS listed in the RFP

	Scoring Factor	Description of Scoring Factor	Points Available	Yes/No
A.	Proposal was submitted to lead agency staff by the Friday, April 29, 2022 5pm deadline	Ineligible to Apply - RFP clearly stated deadline	Yes = Continue to next factor No = Ineligible to apply	
B.	Non-Profit Organization with 501(c) 3 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 operation 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	Fatal Flaw - RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
E.	Organization is NOT listed on the “Excluded Parties List”	Fatal Flaw - 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	Fatal Flaw - RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
G.	Proposal is mostly typed - not hand written	Fatal Flaw - RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
H.	Proposal included 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, Section III	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, Section III	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 page limits in any section as outlined in the RFP, Section III	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 outlined in the RFP	Fatal Flaw - RFP clearly states this is required for eligibility	Yes = Continue to next factor No = Ineligible to apply	
Eligible to Apply		<input type="checkbox"/> Yes <input type="checkbox"/> No		

Name of FH Staff Member Completing Threshold Review: _____

Signature of FH Staff Member Completing Threshold Review: _____

Date of Threshold Review _____

Exhibit 3- Scoring Tool

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
1. Organization is an active member with the St. Johns County CoC	Lead Agency staff will provide membership attendance record for the past 12 months (April 2021 thru March 2022)	Yes = 1 No = 0		
2. Applicant has at least one (1) staff member regularly participating on a CoC Committee(s)	Lead Agency staff will provide CoC Committee Attendance tracking for the past 12 months (April 2021-March 2022)	Yes = 1 No = 0		
3. Participation in Coordinated Entry Process	Project description should describe how agency plans to participate or how agency currently participates 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 FY21-22 <i>date of monthly invoice submission (on-time invoices)</i>	Lead Agency staff will provide funded agency invoice submission data for the past 9 months (July 2021-March 2022)	10 pts. 0 late invoices = 10 1-3 = 5 3> = 0		
6. History with Grant Expenditures. Does agency have a history of reallocating 50% or more of their funds per fiscal year?	Lead Agency staff will provide reallocation rates for FY21-22 funded agencies.	10 pts. No = 10 Yes = 0		
Proposal Content – Below factors are directly explained in the RFP and are required information/detail for the project area(s)				

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
<p>1. 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>Extensive or high history/experience = 2 points</p> <p>Some History/experience = 1 point</p> <p>Minimum or No History/Experience = 0 points</p>		
<p>2. 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>		
<p>3. 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>		

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
<p>4. 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 assisting 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 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>Clearly describes = 3 points</p> <p>Describes but lacks = 2 points</p> <p>Vague or inadequate = 0 points</p>		

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
<p>5. Project Description – Client Demographics/Target Populations: 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>	<p>Clearly defines the target demographics of the individuals/households to be served with details that demonstrates 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 points</p>		
<p>6. Budget Summary Form and Detailed Budget/Plan Narrative: Provides detail and describes/explains the numbers on the Budget Summary</p>	<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 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>		

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
<p>7. Match Narrative and Committed Match: All funding requires 100% of match; proving the ability to provide required match</p>	<p>Detailed, clear and complete indicating the applicant understands and will be able to provide required project match</p> <p>Demonstrates a basic understands, 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 project match</p>	<p>Detailed, clear and complete = 3 points</p> <p>Adequately provides necessary information = 1.5 points</p> <p>Vague, missing key information = 0 points</p>		
<p>8. 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.</p>	<p>Applicant has adequate cash flow</p> <p>Applicant does not have adequate cash flow</p>	<p>Yes = 2 points</p> <p>No = 0 points</p>		

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
<p>9. 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 St. Johns County.</p>	<p>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.</p> <p>Somewhat describes how the proposed project helps move the community forward to effectively ending homelessness by achieving HUD and CoC priorities and goals</p> <p>Does not or vaguely describes how the proposed project helps move the community forward to effectively ending homelessness by achieving HUD and CoC priorities and goals</p>	<p>Clear and complete = 5 points</p> <p>Somewhat provides necessary information = 2.5 points</p> <p>Vague = 0 points</p>		
<p>10. Proposed Project is innovative, bold and creative thinking with proven, effective practices.</p>	<p>Clearly and in detail described an innovative project utilizing proven and effective practices</p> <p>Touches on some innovative ideas and effective practices, but lacks detail</p> <p>Not innovative and/or does not utilize proven effective practices</p>	<p>Clear and detailed = 5 points</p> <p>Somewhat touches on ideas = 2.5 points</p> <p>Not innovative = 0 points</p>		

Scoring Factor	Scoring Description/Notes	Points Available	Comments	Points Awarded
11. 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: _____

Bonus Points

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

Maximum Points Possible: 25

Points Awarded: _____

Reviewer's Overall Observations/Concerns:

Reviewer's Name: _____ Reviewer's Signature: _____ Date Reviewed: _____