



2024 REQUEST FOR PROPOSALS Challenge BASE Plus Funding

RELEASED: 02/26/2024 no later than 12:00 PM Noon

**SUBMISSIONS DUE: Friday, 03/01/2024
(No later than 5:00 PM)**

PLEASE SUBMIT ALL QUESTIONS BY – 02/27/2024 by 3:00 PM to
Anita.Daniel@FlaglerHealth.org

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

2023-24 Challenge BASE Plus Funding - Request for Proposals (RFP)

The St. Johns County Continuum of Care (CoC) has issued a Request for Proposals (RFP) for the following funding opportunity through the Florida Department of Children and Families (DCF): Challenge BASE Plus.

The Florida Department of Children and Families (DCF) Office on Homelessness has reallocated Challenge Plus funds not allocated to CoCs. The funds are called Challenge BASE Plus and are to be treated like regular Challenge funds. The two activity areas are Housing and Programming. Below are *examples* of Challenge Grant Activities provided by DCF.

Challenge Grant Activities		
The following are examples of activities to be provided that meet Housing, Program, and Service Needs in the 2019 RFA.		
Housing Need	Program Need	Service Need
Client Financial Assistance to Prevent or End Homelessness. These activities consist of: <ul style="list-style-type: none"> • Short-term rental assistance; • First/last month rental payments; • Security deposits and application fees; • Mortgage payment assistance; • Current and past due utility assistance; • Utility late fees and connection fees; • Utility deposits; • Bridge housing; • Hotel/motel vouchers; • Inspection costs; • Moving costs; and • Minor repairs to homes. 	Expenses Incurred Through Provision of Legal Services. These activities consist of: <ul style="list-style-type: none"> • Court fees; • Postage; and • Costs of obtaining medical records. 	Case Management Services. These activities consist of: <ul style="list-style-type: none"> • Applying for benefits such as food stamps and SSI/SSDI; • EBT card replacement; • Accessing healthcare; and • Employment counseling.
	Emergency Shelter Program Costs. These activities consist of: <ul style="list-style-type: none"> • Beds, pillows, and mattresses; • Furniture including tables, couches, chairs, and desks; • Towels and bedding; • Food; • Cleaning supplies; • Kitchen equipment, supplies, and appliances; • Renovations; • Furniture repair; • Washers and dryers; and • Landlines and hotlines for resident use. 	Housing Stabilization Services. These activities consist of: <ul style="list-style-type: none"> • Housing search and placement; • Education on lease contracts; • Housing stability case management; • Mediation and advocacy with landlords; and • Credit repair.
	Low-income Housing Maintenance.	Life Skills Training. These activities consist of: <ul style="list-style-type: none"> • Financial management; • Conflict resolution; • Shopping for food and other necessities; • Nutrition; • Parenting; • Using public transportation; and • Resume preparation and job search.

Housing Need/Activities

The St. Johns County CoC has approximately \$14,341.99 available in Challenge BASE Plus funds for fiscal year 2023-24 (07/01/2023 through 06/30/2024). Annual deliverable (number of individuals served) FY23-24 = 132.

Program Need

The St. Johns County CoC has approximately \$25,982.38 available in Challenge BASE Plus funds for fiscal year 2023-24 (07/01/2023 through 06/30/2024).

Total Challenge BASE Plus funds available \$40,324.37. Funds to be fully expended by June 30, 2024.

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I. Eligibility

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

1. Alignment with the current CoC current Strategic Plan (released with the Request for Information on 04.14.2023 and available on the [CoC website](#));
2. Proven ability to provide quality services, case management and housing to the greatest need of homeless population;
3. 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,
4. Ability to meet deliverables according to contract and to spend down allocated dollars in a timely and prudent manner by end of contract period.

*Prospective grantees **must be current members of the CoC and respond** to this RFP if seeking funding. This will be confirmed at Step 1: Threshold Review.

II. Proposal Layout Requirements

- ❖ 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
- ❖ 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

III. Proposal Requirements for those who previously submitted a proposal for ESG and ESG-CV funds in May 2023.

Proposals MUST contain the following sections, in the order listed below, those who do not will be excluded from further consideration, no exceptions:

1. Project Description Overview – **not to exceed 3 pages**
The application 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 required HMIS and Coordinated Entry; and,
 - g. Describe process for locating housing for clients and offer case management focused on housing stability for Housing Need.

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2. Budget Summary – **not to exceed 1 page**

Actual budget is required. Budget narrative describes plan for funding allocation under the allowable budget items. Stipulate Housing Need, Program Need or both. If both, there must be a budget line item for both Housing Need and Program Need.

III. Proposal Requirements for those who previously have NOT submitted a proposal for ESG and ESG-CV funds in May 2023.

Proposals MUST contain the following sections, in the order listed below, those who do not will be excluded from further consideration, no exceptions:

1. Organization’s Response to those Experiencing Homelessness – **not to exceed 2 pages**

The applicant should:

- a. Describe current relevant 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**

The application should provide sufficient evidence to understand:

- a. Scope of proposed project;
- b. Clients to be served with Challenge BASE Plus funds (target populations, general demographics);
- c. Services to be provided (including anticipated # of clients to be served annually);
- d. Describe how you currently/plan to participate in required HMIS and Coordinated Entry; and,
- e. Describe process for locating housing for clients and offer case management focused on housing stability for Housing Need.

3. Budget Summary – **not to exceed 2 pages**

Actual budget is required. Budget narrative describes plan for funding allocation under the allowable budget items. Stipulate Housing Need, Program Need, or both. If both, there must be a budget line item for both Housing Need and Program Need.

4. Organization’s Response to Homeless in our Community - **not to exceed 3 pages**

Agency applicant will describe how commit will be made to successfully:

- a. Attend all CoC meetings
- b. Participate in CoC committees

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- c. Utilize Coordinated Entry (CE)
- d. Utilize Homeless Management Information System (HMIS)
- e. Submit reports on time
- f. Meet deliverables (number of people served)
- g. Fully participate in the St. Johns Continuum of Care and how the agency will work within the CoC. Give specific examples of how your agency will share resources, make referrals to others in the CoC, expanding the CoC by bringing other providers to the table, etc.

III. Proposal Evaluation and Selection

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

Step 1: Threshold Review:

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 time and/or date
- Proposal received from agency ineligible for funding as outlined in Section I: Eligibility
- 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 Task Force. The Scoring and Review Task Force will meet to review and score submitted and accepted proposals. CoC staff will provide additional backup, as needed/requested, such as current CoC membership and attendance.
- B. The Scoring and Review Task Force 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 March 6, 2024. 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 CoC Scoring and Review Task Force, if requested.

**Conflict of Interest: Any Scoring and Review Task Force 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.*

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IV. Submission Instructions

SUBMISSION DEADLINE – FRIDAY, MARCH 1ST, 2024 at 5:00 PM (NO LATER THAN)

To be considered for this RFP, all submissions must be sent electronically in one PDF, delivery receipt, to Anita Daniel Anita.Daniel@flaglerhealth.org by 5:00 pm (no later than) on Friday, March 1, 2024.

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

Critical Dates and Timeline

February 26, 2024	12:00 pm Noon (no later than)	St. Johns County CoC issues Challenge BASE Plus Request for Proposals
February 27, 2024	3:00 pm (no later than)	RFP Questions Deadline
February 28, 2024	3:00 pm (no later than)	Answers to RFP questions provided to all applicants
MARCH 1, 2024	5:00 pm (no later than)	SUBMISSION DEADLINE
March 4, 2024		St. Johns County CoC Lead Agency staff review to ensure adherence to eligibility criteria including those listed below
March 5-8, 2024		CoC Scoring and Review Task Force will review and score all project proposals
March 8, 2024		CoC Scoring and Review Task Force will finalize recommendations for Board approval
March 11, 2024		St. Johns County CoC Board will review recommendations and vote on approval
March 12, 2024		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 Anita Daniel at Anita.Daniel@flaglerhealth.org with delivery receipt and be received no later than **Tuesday, March 27, 2024 no later than 3:00PM**. 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 Wednesday, March 28, 2024 no later than 3:00PM.