



Rapid Re-Housing (RRH)
Bridge Housing Case
Management
2018-2019
Request for Proposals

Seminole County Community Assistance
534 West Lake Mary Boulevard ♦ Sanford, FL 32773
Phone: 407-665-2300 ♦ Fax: 407-665-2358



PROGRAM SUMMARY

This RFP includes bundled projects for Case Management services for Rapid Re-Housing and Bridge Housing Caseloads. The target population is homeless Seminole County families with minor children. The selected Subrecipient is required to utilize Homeless Management Information System (HMIS) and participate in Coordinated Entry System (CES). Currently Seminole County Community Services is providing emergency bridge housing to homeless families with minor children identified by the SCPS Families in Need (FIN) Office. Only families referred through the FIN office or the Community Services Department are eligible for Bridge Housing reimbursement.

FUNDING AVAILABILITY

The total amount of funding available in this project is \$130,521.25 and requires a 15% match from the subrecipient in the form of cash and/or in-kind for supportive services. The rental subsidies are provided through State Emergency Solutions Grant (ESG) funds administered through Homeless Services Network (HSN). The Bridge Housing Subsidy and admin funds are County General Revenue dollars. Community Services Block Grant (CSBG) funding is available for a part time Case Manager to work with the clients in hotels and move them into permanent housing. A combination of CoC and Community Development Block Grant (CDBG) funds provide for one full time Case Manager to work with the ESG RRH families. Funding for this project is on a cost reimbursement basis.

Funding Category	Funding Amount
Case Management	\$62,001.25
Bridge Housing Subsidy	\$61,668
Admin	\$6,852
Match	\$19,578
Totals	\$150,099.25

TIMELINE OF FUNDING APPLICATION PROCESS

A Notice of Funding Availability (NOFA) will be released on **Friday, June 1, 2018** to the general public on the Seminole County Community Assistance website.

- The completed RFP/application is due by **4:00 p.m.** on **Monday, June 11, 2018** to the address below:
Seminole County Community Assistance
RRH and Bridge Housing Case Management Grant
ATTN: Kiauna Carbin
534 West Lake Mary Boulevard
Sanford, Florida 32773
- After applications are submitted, the Application Review Committee will meet to review applications and scoring instructions. Members of the team individually review and score each application and then meet again to compile their scores for County staff.
- Funding recommendations are compiled and finalized during the month of June. The Board of County Commissioners receives staff recommendations and makes the final award determination. All agencies that applied are notified of the funding award provided to the Commissioners by June 2018.
- The anticipated start date of this program will be July 1, 2018. The agreement will be for a 12 month period and renewable contingent upon available funding.

GRANT APPLICATION GUIDELINES

REQUEST FOR PROPOSAL (RFP) APPLICATION:

The Request for Funding (RFP) is distributed in May to the general public on the Seminole County Community Assistance website. Each agency is required to submit one (1) original and four (4) hard copies of the application hole punched and in 3-ringed binders prior to the posted deadline. Each agency will also be required to submit an electronic version on a USB drive of their complete application as well. Emailed applications will not be accepted.

ELIGIBILITY CRITERIA: Only the applications meeting the following criteria will be considered:

- ❖ The nonprofit agency is chartered or otherwise authorized to do business in the State of Florida for charitable purposes and exempted from the Federal income tax by the Internal Revenue Service [501(c)(3)] for a minimum of three years.
- ❖ The purposes for which the nonprofit agency is organized provides benefits to Seminole County residents.
- ❖ The nonprofit agency shall have a governing board whose members serve without compensation and have no conflict of interest between their regular occupations and the services provided by the nonprofit.

- ❖ The nonprofit agency has bylaws or policies which describe the manner in which business is conducted, including management, audit, and fiscal policies and procedures, polices on nepotism, and policies on management of potential conflict of interest.
- ❖ The nonprofit has at least three years' experience providing Rapid Re-Housing Case Management or can otherwise demonstrate to the satisfaction of the County sufficient expertise to successfully carry out the service or activity.
- ❖ The nonprofit must be licensed and accredited in accordance with applicable requirements of Federal, State and County laws.
- ❖ The nonprofit agency may not use a fiscal agent or other third party arrangement to meet program requirements for eligibility.
- ❖ Grants will be made only to nonprofit agencies whose programs and activities benefit the residents of Seminole County.

An application that does not meet these minimum requirements will not be scored and the agency will be notified.

APPLICATION REVIEW COMMITTEE:

The Application Review Committee (ARC) will be selected by the Division Manager to evaluate all approved applications based on the categories of essential life services and supportive services. The ARC will be comprised of a minimum of three (3) individuals who are familiar with social service programs in Seminole County. Each team member will individually review and score the submitted applications. The team will meet at a time & date as designated by the Program Manager to review and discuss the results of the scoring process. At this time, the team will review scores and submit to the Program Manager.

RECOMMENDATION SUMMARY:

The ARC evaluations will be compiled and a summary will be presented to the Community Assistance Division Manager and the Community Services Director. The Community Services Department Director will make the funding recommendations to the County Manager and Board of County Commissioners.

FUNDING DECISIONS:

Final funding decisions will be determined by the Board of County Commissioners at the designated Board meeting. Agreements will be prepared for the agency that were granted funding, and letters will be mailed to all agencies who applied to notify them of the final funding decisions.