



Street Outreach Grant
FY2025-2026
Request for Applications

Seminole County Community Assistance
520 West Lake Mary Blvd., Suite #100
Sanford, FL 32773
Phone: 407-665-2300 ♦ Fax: 407-665-2358

PROGRAM BACKGROUND

Seminole County Government, through the Community Services Department has provided funding for an outreach worker to assist homeless individuals and families in Seminole County since 2017. Seminole County seeks to provide funding to a local non-profit agency for one full-time position to provide street outreach services in Seminole County.

1.1 Project Dates This award shall be available from October 1, 2025-September 30, 2026. Funding is renewable on an annual basis if performance measures are met.

1.2 Coordinated Entry This request for application seeks a contractor that will reach out to the unhoused population of Seminole County. The selected agency will work with the FL 507 Coordinated Entry System (CES) administered by the Homeless Services Network and follow the Coordinated Entry System Policies and Procedures. The selected agency will help the Seminole County expand and keep consistent contact with the homeless population in the county. Through the use of coordinated entry, the selected agency will help find and address the specific needs of the unhoused population and connect them to services and opportunities with the goal of providing permanent housing for the homeless.

The Coordinated Entry System is a cooperative network of access points, phone hotlines, and housing navigators who work with people who are experiencing homelessness or are at risk of homelessness. These teams engage, assess, match, and refer clients for emergency shelter, emergency services, permanent housing and supportive services based on their vulnerability, length-of-time homeless, eligibility, and preferences. The awarded agency must agree to be a mobile access site for Coordinated Entry to ensure homeless individuals are connected to Coordinated Entry System which includes:

- Conducting intakes
- Conducting the locally adopted Assessment Tool
- Participating in case conferencing
- Following up on participants
- Documenting in HMIS (see 1.3)

In addition, people who have experienced domestic violence should be connected to the domestic violence Coordinated Entry system.

1.3 Homeless Management Information System (HMIS) The Homeless Management Information System (HMIS) is an electronic database that tracks demographic information and performance outcomes at the client level, using standardized fields that allow for automated system-wide reporting. All participants providing street outreach services must enter data in the HMIS system operated by the Continuum of Care, currently ClientTrak, in accordance with established policies and procedures. The funded agency must sign a HMIS agency participation agreement and at least one staff person with at the agency must be experienced in HMIS privacy and data security techniques and will need to understand how to enter data correctly into the HMIS software.

2.1 Funding in the amount of \$63,000 is available under this NOFA. Up to 10% (\$6,300.00) of the award can be utilized for administrative services. The balance must be used for direct service costs of the outreach worker salary and benefits.

2.2 Description of Work

Through this RFA, Seminole County Community Services seeks to fund one position for street outreach that will identify and reach out to unhoused individuals and families, build relationships, connect them to the Coordinated Entry System, assess their need for and connect them to additional services and resources, such as healthcare, behavioral health services, and mainstream resources.

The federal definition of an unhoused individual or family is an individual or family who lacks a fixed, regular, and adequate, nighttime residence, meaning; (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) is living in a publicly or privately operated shelter.

2.3 Scope of Services

The primary goal of Street Outreach is to develop relationships with unhoused households and assist them in taking steps toward securing permanent housing. The awarded provider must be able to provide a variety of services including but not limited to:

1. Provide and manage outreach worker to engage with individuals living on the street or other unsheltered locations.
2. Assess the needs of homeless individuals in Seminole County and connect them with, or provide referrals to, local housing services and resources.
3. Be an FL-507 Continuum of Care Coordinated Entry System access point, (see 2.4) and connect individuals to the Coordinated Entry System.
4. Connect individuals who have experienced domestic violence to the Domestic Violence Coordinated Entry System, as needed.
5. Connect persons experiencing homelessness to supportive services including but are not limited to:
 - a. Initial assessment of needs and eligibility
 - b. Connection to crisis counseling
 - c. Connection to health and behavioral health services
 - d. Connection to mainstream benefits.
6. Connect persons experiencing homelessness to transportation resources as needed.
7. Provide navigation services to get homeless persons “document ready” for the Coordinated Entry System
8. Identify people who are unhoused that may qualify for additional resources, such as:
 - a. Ensuring that all veterans are connected to the Veterans Administration and other organizations providing resources and services to Veterans.
 - b. Ensuring that people who have experienced domestic violence are connected to appropriate resources.
9. Participate in community meeting and events related to unhoused individuals and families to provide insight and gain knowledge about individuals that could need assistance.
10. Enter program related data and assessments into the HMIS system

TIMELINE OF FUNDING APPLICATION PROCESS

A Request for Application (RFA) will be released in the Seminole Section of the Orlando Sentinel on Sunday, July 27, 2025. The Request for Applications (RFA) will be posted by Monday, July 28, 2025, on the Seminole County Community Services website.

- The completed application is due by 4:00 p.m. on Tuesday, August 19, 2025, to the address below:

All questions should be emailed to mcahill@seminolecountyfl.gov. The deadline for question submission is Thursday, August 7, 2025. Frequently Asked Questions and Answers will be released on Monday, August 11, 2025.

- Late applications will not be accepted, no exceptions.
- After applications are submitted, the Application Review Committee will meet in August to review applications and scoring instructions. Members of the team individually review and score each application and then meet again in August to compile their scores for County staff.
- Funding recommendations are compiled and finalized during the month of August. The Board of County Commissioners receives staff recommendations makes the final award determination. All agencies that applied are notified of the award recommendations provided to the Commissioners by September.
- During the months of August and September, the Community Services Department will be working with the County Attorney's Office and the recommended agencies to draft agreements for review and execution. Once the County issues the agreement to an agency for review and signature, the agency must have the original signed agreement back to the County Community Services Department within 10 business days. Failure to provide the original signed agreement with appropriate signatures within the 10 business days may result in denial of funding.
- All agencies that applied for the Street Outreach Funding are notified in writing of the Board of County Commissioner's decision by October. The agency awarded funding will receive a contractual agreement outlining the responsibilities of the County and the collaborating agency, which must be executed by both parties before reimbursement can be made.
- The contract year begins October 1 and the distribution of an executed agreement to the funded agency typically occurs in October. A mandatory training session for the agency awarded funds is held to describe and explain funding and reporting requirements, which include monthly reimbursement, and performance measurement reports. It is recommended that the organization's Finance Manager, Monitor, Manager/Supervisor that oversees the program attends this session. There are also monitoring requirements that are carried out to secure and maintain contract compliance throughout the year.

STREET OUTREACH APPLICATION GUIDELINES

REQUEST FOR APPLICATIONS (RFA):

The Request for Applications (RFA) is distributed in July to homeless service agencies and the general public on the Seminole County Community Assistance website. Each agency is required to submit four (4), hard copies of the application 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.

“PLEASE DO NOT SUBMIT APPLICATIONS IN BINDERS”

ELIGIBILITY CRITERIA:

Only the application 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, policies on nepotism, and policies on management of potential conflict of interest.
- ❖ The nonprofit has at least three year's experience providing street outreach 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 funding agency or other third-party arrangement to meet program requirements for eligibility.
- ❖ Grant will be made only to nonprofit agency whose street outreach activities benefit the homeless residents of Seminole County.

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

REVIEW TEAM:

The Review Team will be selected by the Community Services Division Manager to evaluate all approved applications. The Review Team 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 Project Manager to review and discuss the results of the scoring process. At this time, the team will review scores and submit to the Project Manager.

RECOMMENDATION SUMMARY:

The Community Assistance Division Manager and key program staff will review the Review Team scores, rank the results, recommend funding allocations, and provide information to the Director. County staff will notify all agencies of either recommendation or non-recommendation of funding status. The Community Assistance Division Manager will make the funding recommendation to the County Manager, Deputy County Manager, and the BCC.

FUNDING DECISIONS:

Final award approval will be determined by the Board of County Commissioners at the designated Board meeting. Upon favorable action by the BCC to appropriate funds for the grant, County staff will notify agencies approval or denial of award. An agreement will be prepared for the agency that was granted funding, and letters will be sent to all agencies who applied to notify them of the final funding decisions.

APPEAL PROCESS:

Seminole County Community Services will follow the recommended 2023 Purchasing Ordinance update. Advisory Appeal Committee- comprised of 3 county employees, user Department Director and 2 other County employees approved by the County Manager

Appeals must be submitted in writing to the Seminole County Community Services Director within ten (10) business days of receiving the denial notification. Late applications are ineligible for appeal.